

# Assessment of requirements relative to training provided by the Legal Services Department

## Privacy Impact Assessment

### Summary

This document summarizes the project as well as the conclusions drawn from the Privacy Impact Assessment (PIA) for a new interactive tool implemented in December 2014, which allows for providing various training offered by the Legal Services department, and for an evaluation process to better assess training requirements.

Once a year, designated personnel within the Legal Services department sends an e-mail invitation to all employees so that the latter can complete training for each of the subjects to be evaluated. Such training includes, among other things, a short multiple-choice questionnaire. The invitation outlines the purpose of collecting data for evaluating knowledge on specific subjects, and includes a privacy notice on the protection of the personal information to be processed following such collection. Each employee must access the online training using a personal link consisting of a URL that encodes his professional e-mail address. Following the collection of results from completed questionnaires, designated personnel within the Legal Services department analyzes the answers, thereby collecting internally personal information on each employee. Among other things, that information allows for the assessment and adjustment of training as needed, as well as for identifying the necessary internal measures for additional (in-depth) training and following up on them.

In conclusion, the PIA allowed to determine that the online questionnaire and its related administrative process are compliant with the *Privacy Act* on the basis of the following elements, among others:

- A Personal Information Collection Statement is included in the e-mail
- Data is collected and processed in compliance with Personal Information Bank (PIB) *Employee Personnel Record* (PSE 901);
- Collection and analysis of the results is exclusively assigned to designated personnel within the Legal Services department;
- The designated personnel within the Legal Services department is specialized in the field of privacy and is informed of its responsibilities concerning the use, disclosure and protection of the collected information;
- Upon request made to the person responsible for the activity, any employee may access his questionnaire and evaluation.