

Purchase Order Management on Tradogram

Privacy Impact Assessment

Summary

This document summarizes the project and the Privacy Impact Assessment (PIA)'s recommendations as they pertain to the use of a new purchase order management tool via the *Tradogram* platform.

Employees working in the Finance department use the *Tradogram* platform to process and manage purchase orders related to the procurement of goods and services. This platform enables responsible employees to create and authorize purchase orders, to forward these purchase orders to the suppliers concerned, as well as to process and pay the invoices associated with these purchase orders. As part of this use of *Tradogram*, personal information may be found in the user accounts of responsible employees, as well as in purchase orders, invoices and payment requests issued to suppliers of goods and services.

The risk identification and classification carried-out in accordance with the PIA's standard evaluation grid enabled Telefilm Canada to address the risks potentially tied to the *Tradogram* platform, including as regards the processing of data in the United States, the extent of the population targeted by the program, the long-term duration of the program, the implementation of new technological systems and the transmission of personal information using wireless technology, among others. This PIA has also established the adequacy of risk mitigation measures put in place by the service provider and its subcontractors, including a program ensuring the platform's security management based on recognized certification standards, as well as the verification of controls implemented in accordance with recognized audit standards related to the security, availability, processing integrity, confidentiality and protection of personal information. In addition, this PIA enabled Telefilm Canada to determine that the planned measures in relation to the implementation of *Tradogram*, including, among other things, the publication of a privacy statement on Telefilm Canada's website, as well as limiting collection to personal information that is directly related to the processing of purchase orders and payment requests, are in accordance with the *Privacy Act*.