

Use of SharePoint by the Legal Services Department

Privacy Impact Assessment

Summary

This document summarizes the project and the Privacy Impact Assessment (PIA)'s recommendations as they pertain to the use, starting in September 2015, of the Office 365 SharePoint service for the storage and sharing of emails and other documents handled by staff in the Legal Services department. This service is accessed via a centralized single sign on process.

Under this project, personal information that could potentially be used for administrative purposes is found in employee user accounts (e.g., tracking of access to the system via these accounts), as well as in emails and records stored in SharePoint (e.g., information used for employee management purposes). In the context of this PIA, the project does not modify any existing program or activity.

A Threat and Risk Assessment (TRA) based on our operational standards allowed us to assess the residual risk tied to the operational and legal safeguards of the the Office 365 SharePoint service. The risk assessment performed as part of the PIA determined 3 potential risks, 2 of which being « low » and 1 being «average» at most. This PIA allowed Telefilm Canada to determine that the planned measures in relation to the implementation of the SharePoint service seeking to ensure the confidentiality, integrity and availability of the information transiting through this platform are in accordance with the *Privacy Act*.