# PIA – Quick Reference Checklist

# Document Purpose and Overview

A privacy impact assessment (PIA) describes how proposed administrative practices or information systems may affect the privacy of the individuals who are the subjects of the information. This document is intended as a quick reference to determine if you have included all required element in your PIA submission.

The proper form to use is the [PIA Annotated](https://open.alberta.ca/publications/completing-a-privacy-impact-assessment-annotated-template) from the Alberta Health website. This template is intended to assist community-based custodians in completing PIAs.

Additional information about each section can be found on the [AMA website](https://www.albertadoctors.org/leaders-partners/clinic-patient-privacy/privacy-impact-assessment) and on the annotated template.

# Questions?

If you have any questions about this document or require further assistance, please contact the Alberta Medical Associations’ Security Privacy and Data Sharing (SPaDS) team at PrivacySPaDS@albertadoctors.org.

## PIA – Section by Section Quick Reference Checklist

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| --- | --- | --- | --- |
| **PIA Section** | **Required Information** | **Yes** | **No** |
| **Section A: Project Summary** | Project Background: what is being changed in the PIA/PIA update |  |  |
| EMR implementation Information |  |  |
| Key players |  |  |
| How Health information is stored and accessed |  |  |
| **Section B: Organizational Privacy Management** | Management structures:* Responsibilities of affiliates
 |  |  |
| Policy management |  |  |
| Training and awareness:* Clinic Privacy Officer
* EMR privacy training and awareness
 |  |  |
| Incident response* Privacy Breach Management
 |  |  |
| Access and Correction Requests |  |  |
| **Section C: Project Privacy Analysis** | Health Information Listing* Registration information
* Diagnostic, treatment and care information
 |  |  |
| Information Flow Analysis: EMR ASP Hosted solution * Information flow diagram
* Legal authority and purpose tables
 |  |  |
| Collection of information notice |  |  |
| Data matching |  |  |
| Contracts and agreements  |  |  |
| Use of Health Information outside of Alberta |  |  |
| **Section D: Project Privacy Risks and Mitigation** | Administrative Safeguards |  |  |
| Physical Safeguards |  |  |
| Technical Safeguards |  |  |
| Access Controls |  |  |
| Privacy Risk Assessment and Mitigation Plans |  |  |
| Monitoring plans |  |  |
| PIA compliance plans |  |  |
| **Section E: Policy and Procedure Attachments** | Are all policies and procedures attached to the PIA? |  |  |