Administrative Procedure 143 – Appendix

Responsibilities Flowchart (Third Party Hosted or Web 2.0 Tools)

Identify application to be evaluated.

Does it capture or use any FOIP-able Information? — Yes → Does the Privacy Policy and EULA maintain privacy and data ownership for users? — No → A Privacy Impact Assessment must be completed before the software can be used. Consult with IT and the FOIP Officer.

Does the Privacy Policy and EULA maintain privacy and data ownership for users? — Yes → Is information exchanged with the application via a secure process? — Yes → Will result in a new "Personal Information Bank" under FOIP. Notify FOIP Officer

Does it capture or use any FOIP-able Information? — No → Does it require the installation of any software or "app"? — Yes → Evaluate the software as per the Guidelines in AP 142: Secure Technology Use - End User Security Procedures

Evaluate the software as per the Guidelines in AP 142 → Does the software pass a basic evaluation based upon AP 142 Guidelines? — No → Consult with IT before installing and/or using the software.

Does the software pass a basic evaluation based upon AP 142 Guidelines? — Yes

Does it require the installation of any software or "app"? — No

The application may be tentatively used. If security or privacy concerns are identified in the future this assessment should be revisited.