

## Personal Information Map Policy

### 1. About this document

This policy defines the rules for the completion of a personal information map (PIM).

### 2. Definitions

“**Personal Information Map (PIM)**” is as defined in GAM 2.27. The PIM shows what personal information is held and where it is held by government programs. Overall, the PIM is an inventory of the personal information holdings of departments and its programs.

“**Personal Information Directory**” is the public-facing directory of all submitted PIMs for the public to access.

### 3. Application

This policy applies to all government departments as listed in GAM 2.1, excluding programs who have collected data under the authority of the *Statistics Act*.

### 4. Authority

This policy is issued under GAM Policy 2.27 and approved by the Deputy Minister of Highways and Public Works.

### 5. Personal Information Map Policy Statement

- A personal information map must be completed by departments for any new programs, services, or information systems.
- PIMs must follow the *Personal Information Map Requirements* document.
- Departments must use the PIM template developed by the ATIPP office.

### 6. Roles and Responsibilities

Deputy Heads will:

- Support their privacy officers in implementing this policy.
- Ensure program managers understand that PIMs are to be completed before the launch of any new program, service or information system.

Privacy Officers will:

- Ensure this policy is communicated to program managers.
- Encourage program managers to complete PIMs for existing programs, services or information systems.
- Coordinate and develop internal processes with program managers to ensure the completion of accurate PIMs.
- Submit completed PIMs to the ATIPP office for purpose of ensuring an accurate and complete Personal Information Directory is made available to the public.

The ATIPP Office will:

- At the request of the department's privacy officer, assist employees with drafting and completing PIMs.
- Maintain and update templates and guidance documents.
- Maintain the Personal Information Directory of all completed personal information maps.
- Ensure the Personal Information Directory is made available for the public.
- Promote the Personal Information Directory to the public.

Program Managers will:

- Ensure PIMs are completed before the launch of any new program, service or information system.