



## Internet Summary Form

### Section 1 – PIA Overview

#### 1) Name of program or activity:

Human Resources Information System (HRIS)

#### 2) Institution(s) responsible for delivering program or activity:

Canadian Nuclear Safety Commission

#### 3) CNSC official responsible for the Privacy Impact Assessment:

Natalie Harrington, Director General, Human Resources Directorate

#### 4) CNSC delegate for section 10 of the *Privacy Act*:

Hugh Robertson, Director General, Information Management and Technology Directorate

#### 5) The new or modified program or activity complies with the following legislation:

Legal and policy authority for program or activity:

- *Nuclear Safety and Control Act* (section 16(1))
- *Canada Labour Code* (CLC). Pursuant to the CLC and to other relevant laws (e.g., *Financial Administration Act*, *Employment Insurance Act*, *Employment Equity Act*, *Official Languages Act*), the CNSC sets the terms of its employees' employment and collects, produces and/or processes information related to Human Resources (HR) activities, including source deductions (e.g., income tax, EI, CPP), employment equity and official languages.

#### 6) Description of the program or activity

The mission of the Canadian Nuclear Safety Commission (CNSC) is to regulate the use of nuclear energy and materials to protect health, safety, security and the environment, and to respect Canada's international commitments on the peaceful use of nuclear energy.

The Human Resources Information System (HRIS) is a customized software application, developed in-house, that is aimed at comprehensively addressing the organization's HR requirements.

In the early 1990s, the Atomic Energy Control Board (AECB), the CNSC's predecessor, identified a requirement to update its HR management processes by replacing existing computerized systems that provided only limited functionality. In response to this perceived need, a new system – the HRIS – was developed. The system was designed to



fit within the existing local area network environment, based on the AECB's standard open technologies and to provide flexible responses to ad hoc requirements and evolutionary requirements.

Because the use and maintenance of the HRIS involves the collection, use and disclosure of personal information, the CNSC has initiated a privacy impact assessment (PIA).

## **Section 2 - Privacy Impact Assessment Findings**

This PIA report, produced according to Treasury Board Secretariat guidelines, examines the privacy-related impacts of the HRIS and proposes appropriate mitigation strategies for the identified privacy risks associated with it.

In particular, the assessment process identifies moderate risks related to performance monitoring, notice, secondary use, retention and disposal, accuracy, audit trails, security procedures, employee access to personal information, and personal information banks. Other privacy-related risks of lesser magnitude are also highlighted in this report. Recommendations are provided to mitigate all of these issues.