

# PRIVACY IMPACT ASSESSMENT

## Human Resources Information System—Web Self-service: Version 3.4

### Introduction

The Human Resources Information System (HRIS) is an integrated Web-based system designed to meet the human resources management needs of Canadian government organizations. Its purpose is to assist in the management of human resources, including compensation, leave credits and staffing. Treasury Board Secretariat has endorsed the HRIS as one of the shared systems initiatives for use by small- and medium-sized government institutions.

### Privacy Impact Assessment

A Privacy Impact Assessment (PIA) with respect to the deployment of two modules of the Web-based self-service functionality of the HRIS was completed by the Tribunal. The “My Leave” module allows employees to enter requests for leave directly into the system and allows supervisors to accept or reject leave requests directly on the system. The “My Profile” module allows employees to update their employee information.

A PIA was required because the HRIS collects, uses and discloses the personal information of Tribunal employees. It does not hold personal information that pertains to the general public. The PIA was filed, for approval, with the Office of the Privacy Commissioner of Canada in April 2009.

The objective of a PIA is to ensure compliance with privacy requirements under the *Privacy Act*. The HRIS PIA identified 26 privacy risks. All 26 identified risks were reviewed and assessed, and mitigation measures were addressed. It has been determined that the use of HRIS poses no significant privacy risks to users.