

## **Screening Officer Performance Event**

Author: CATSA

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### **Executive Summary**

This is a summary of the Privacy Impact Assessment (PIA) completed by the Canadian Air Transport Security Authority (CATSA) for the *Screening Officer Performance Event Process*.

Pursuant to the *CATSA Act*, CATSA must establish criteria respecting the qualifications, training and performance of Screening Contractors (SC) and Screening Officers (SO), that are as stringent as or more stringent than the standards established in the aviation security regulations made under the *Aeronautics Act*.

In addition, CATSA may vary, suspend or cancel the certification of an SO who does not meet the competency requirements for their certification. When an SO fails to meet their competency requirements it will result in a Performance Event (PE).

This summary reflects the findings and recommendations emanating from the SO PE Process PIA. The PIA was conducted using the Treasury Board of Canada Secretariat guidelines for conducting PIAs, which incorporates the ten principles of the Canadian Standards Association (CSA) Model Code for assessing fair information handling practices.

### **Scope of PIA**

The scope of this PIA was restricted to the business processes and basic data flows of personal information related to CATSA's collection, use, retention, disclosure and disposal of personal information in the context of SO PE Process. The personal information collected during the SO PE Process relates to SOs and not the public. The approach for completing the PIA included a review of related documentation provided by CATSA and other documentation, as well as interviews with relevant CATSA officials.

### **Privacy Risks & Mitigation Strategies**

The PIA uncovered a limited number of privacy risks (i.e., inconsistencies re privacy notice statements, personal information banks and document classification, and lack of a formal retention and disposition authority). Appropriate mitigation strategies for these risks were recommended and accepted by program management. The implementation of these mitigation strategies is ongoing.

### **Conclusion**

In May 2013 a copy of this PIA was submitted to the Office of the Privacy Commissioner (OPC) for review. The OPC has since responded with no additional risks to privacy or specific recommendations.