

Project Summary

Privacy Impact Assessment:

An assessment of the privacy impacts affecting the Canadian Tourism Commission's (CTC) migration of employee pay and benefit information to ADP's cloud services.

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Contact:

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Brief Program/Service Description:

In 2013, the Canadian Tourism Commission (CTC) elected to upgrade its PaySpecialist service to ADP's Performance Package. That package includes the cloud-based People@Work service (already in use as by the CTC a human resource information system) and ADP's Pay@Work service. CTC's migration from ADP's self-hosted solution to ADP's cloud services for both payroll and benefits serves the need to further streamline operations while ensuring that its IT infrastructure is secure and well maintained. ADP's cloud services provide a best-in-class solution which limits costly investments in hardware and software infrastructure in the short and medium term. Not only does the service provide reductions in IT-related support and maintenance, it provides a modern and scalable solution for CTC's evolving human resource management needs.

Scope of the PIA:

In recognition of the potential security and privacy challenges surrounding cloud computing, a privacy impact assessment was conducted so as to inform the initiative's policy and technical implementation. The PIA also served to proactively manage and mitigate potential risks to employee personal information under the Commission's control. The PIA was initiated in the early phases of project planning.

Privacy Risks and Mitigation Strategies:

Critical recommendations emanating from the PIA process were evaluated and addressed by management over the course of the project's development and implementation.