

ITB Privacy Impact Assessment (PIA) FILES

Date (signed)	Title	Topic/Description	Parties involved
March 7, 2007	ISA between MSBR and MPSSG PIA-06-013	Information Sharing Agreement regarding the use of POSSE for the registration and issuance of PST numbers to liquor vendors under SST Section 92(5)(a) and the SSTA Reg 4.8(b), and for collection of outstanding tax debts under the SSTA.	Ministry of Public Safety and Solicitor General & Ministry of Small Business and Revenue
June 8, 2007	Privacy Impact Assessment -06-052 813 Assessed Data File	813 Assessed Data Files – Regarding the weekly receipt of corporate tax data in an electronic encrypted format from the CRA to be used by FIN.	Canada Revenue Agency & Ministry of Finance
November 11, 2007	PIA-06-061 BC Training Tax Credit	The Ministry of Finance will collect information from the CRA, the ITA, and the taxpayer to determine BC-TTC program success and to audit the program.	Canada Revenue Agency & Ministry of Finance - Income Taxation Branch, & the Industry Training Authority
May 1, 2008	PIA – 08 – 018 HOG-LIGS IV MOU PIA	Homeowner Grant Supplement Data Transfer to CRA	Ministry of Finance & Canada Revenue Agency
May 21, 2008	PIA – 08 – 017 Climate Action Dividend	Climate Action Dividend - new program - new legislation and new system	Ministry of Small Business and Revenue and Ministry of Finance & Canada Revenue Agency
December 15, 2009	PIA FIN-09008 – Amendment to the <i>Income Tax Act</i>	Income Tax Act – no new collection, use or disclosure of personal information	Ministry of Finance
February 2, 2010	TTC PIA-FIN-09005	Information Sharing Agreement between Ministry of Finance & Industry Training Authority	Ministry of Finance & Industry Training Authority
February 2, 2010	VCC PIA-FIN-09008	The Venture Capital Tax Credits Program Information Sharing Agreement between the Ministry of Finance and the Ministry of Small Business Technology and Economic Development	Ministry of Finance & Ministry of Small Business Technology and Economic Development
March 2, 2010	GXI MOU PIA-FIN-10001	Govern exchange of information between CRA & Ministry of Finance	Canada Revenue Agency & Ministry of Finance
August 27, 2010	LDB PIA FIN-10001	Disclosure of Liquor Sales Information	Liquor Distribution Branch & Ministry of Finance

Date (signed)	Title	Topic/Description	Parties involved
August 27, 2010	LCLB PIA-FIN-10002	Access to liquor control and licensing business information	Ministry of Housing and Social Development (Liquor Control and Licensing Branch) & Ministry of Finance
June 9, 2011	HST PVAT PIA-FIN-11001	Regarding the collection of the Provincial portion of the Harmonized Sales Tax and the Tax on Designated Property	ICBC & Government of British Columbia (represented by Ministry of Finance)
June 24, 2011	CBSA PIA-FIN-11002	The provision of Information by the Canada Border Services Agency (CBSA) and BC Finance (FIN) to maintain and improve the efficiency of their respective tax administrative systems.	Canada Border Services Agency (CBSA) & Ministry of Finance (FIN)
August 3, 2011	IDMTC PIA-FIN-11003	Regarding the disclosure, registration, storing and legitimacy of information between the CRA and Interactive Digital Media Tax Credit	Canada Revenue Agency (CRA) & Ministry of Finance (FIN)
August 3, 2011	IBA PIA-FIN-11004	International Business Activity – new system	Ministry of Finance
November 10, 2011	FICOM – PIA – 11006	Regarding the disclosure/use of information between the Income Taxation Branch (ITB) and the Financial Institution Commission (FICOM) – describes specific info that may be released and sets out terms & conditions that apply to such releases.	Ministry of Finance (Income Taxation Branch) & Financial Institution Commission
November 24, 2011	HST Governance PIA-FIN-11005	HST Governance	Government of Canada & Government of British Columbia (Ministry of Finance – Income Tax Programs)
January 26, 2012	Film Tax Credits PIA-FIN-12007	Film Tax Credit Database Upgrade	Ministry of Finance
June 13, 2012	PIA-FIN-12008 – BCTNHBB – BC First Time New Home Buyers' Bonus	The collection, by the Income Taxation Branch of personal information for the administration of the BC First Time New Home Buyers' Bonus.	Ministry of Finance (FIN), ICBC, HOG, BC, Hydro, Land Title and Survey Authority of BC, BC Assessment and the CRA

Title & Description (What is the change)	Go Live Date	IRP #	Program Contact (s)
LRB Web Forms – Labour Relations Board (On Hold) Online forms that can be filled in electronically and printed. 2 forms.		09-002	
WCAT Internet Redesign - WCAT Building new internet with public-facing component. Allow the public to fill out forms and file electronically. Also includes translation into different languages. May tie in to CTS.	Nov 30 09	09-003	
CASE Tracking System - EAO Tracks Employers' Advisor Office cases	Sept 3 09	09-004	
CASE Tracking System - LRB (on hold) Tracks Employers' Advisor Office cases	Oct 23 09	09-005	
CASE Tracking System - ESB (on hold) Tracks Employment Standards Branch cases	Apr 30 2010	09-006	
CASE Tracking System - WCAT Tracks Workers' Compensation Appeals Tribunal cases	June 26 09	09-007	
EASR Retirement of Servers Moving data/systems to new servers	Oct 31 09	09-008	
CTS Enhancements (EAO) Enhancements of current VMS application		09-009	
Activity CTS Maintenance (EAO) Maintenance of current VMS application		09-010	
		09-012	
Drop down menus end here. Insert more lines above if req'd.			

Title & Description (What is the change)	Go Live Date	IRP #	Program Contact (s)
Cabinet Ops Intranet Site (Project Completed) Building new SharePoint site.	in prod	09-001	
UBCM Cabinet Minister Meeting Request (Project Completed) site to request a meeting with a minister for yearly UBCM	Sept 30-09	09-002	
Premier's eNewsletter (On Hold) Enhancements to eNewsletter, which is supported by BackBone. Project may be cancelled		09-003	
		09-004	

Status		
o Not started o On-hold o Active		
PIA/TRA #	Title & Description (What is the change)	
PIA -08-025	PRCS - CPIC and Forensic WorkStations	
PIA -08-028	Carbon Tax forms - forms related to new Carbon Tax program which do not collect personal information. Carbon Tax is a new program although it is modelled on the Motor Fuel Tax Program.	
PIA-08-029	agreements under the Carbon Tax Act and MFTA - Agreements with extra provincial jurisdictions to exchange information related to import/export of different types of fuels.Purpose of this PIA is to determine whether the data being shared between jurisdictions is personal info - when and if the ISAs are created a TRA will be required.	
PIA-08-039	Temporary Financial Hardship Property Tax Deferment Program (New Program - no previous PIA) it is a loan program that assists qualified BC Homeowners to pay their annual propety taxes for 2009 and 2010. This is a 2 year program only and is based on the current property tax deferment program.	
PIA-08-040	Carbon Tax forms - forms related to new Carbon Tax program - related to collection of personal information. Carbon Tax is a new program which is modelled on the Motor Fuel Tax Program	

PIA/TRA #	Title & Description	(What is the change)
PIA-08-001	Modified - Assessment of MSBR Legislative Initiatives - Request for legislation for technical changes to the <i>Income Tax Act</i> that are consequential to amendments to the <i>Income Tax Act</i> (Canada)	
PIA-08-002	Legislation change to Social Service Tax Act - to allow vehicle intended to be licensed for multi-jurisdictional use to be sold social service tax-exempt.	
PIA-08-003	Legislation change to Insurance Premium Tax Act - to clarify the time permitted to file a return by an insurance broker on behalf of a taxpayer other than a taxable insurer.	
PIA-08-004	Legislative change to Motor Fuel Tax Act - to expand the authority of the director to cancel appointments for various reasons.	
PIA-08-005	Appeal provisions - various acts	
PIA-08-006	Customer Relations Manager Software - Software designed to track and manage contact with businesses and associations.	
PIA-08-007	Inter-jurisdictional community of practice - using a MS SharePoint website	
PIA -08-08	No file for this number	
PIA-08-09	PST Review: Trusts - Amendments to section 3.14.1 of the SSTA Regulation enhance the clarity and transparency of the application of PST by regulating current administrative practice in this area.	
PIA-08-010	PST Review: Partnerships - Enhance the clarity and transparency of the application of PST by regulating current administrative practice in this area.	
PIA-08-011	PST Review: New s.68.2 and 68.4 Customer and contractor agreement for customer to pay the PST	
PIA -08-012	Virtual Hold -Phase1 - Allows caller to provide name and number for call back instead of holding for service rep.	
PIA -08-013	PST Review: Special Registration Number - Under S.19 of the SSTA Regs, the special registration number (SRN) agreement allows businesses to use the SRP which reduces the burden on retailers.	
PIA -08-014	PST Review: Well Site - Enhance the clarity and transparency of the application of PST by amending the Regulation that reference 'well head' to "well site," will more closely align with industry to reflect current audit practices.	
PIA -08-015	PST Review: Work Safety Exemption - Section 3.26 of the SSTA Reg. is being revised to allow employers, self-employed persons, and school boards or similar authorities to purchase tax exempt work safety apparel under work safety legislation.	
PIA-08-016	Upgrade RMS to capture latest SAP releases	
PIA-08-017	Climate Action Dividend - The CAD provides a non-taxable one-time payment of \$100 to British Columbians, who were resident in BC.	
PIA-08-018	HOG and Low Income Benefit Supplement Program - SBR accesses CRA data to verify income for HOG grant.	
PIA -08-20	Royal Bank of Canada upgrade link to RSBC application - Royal Bank of Canada will not use a modem to transfer property tax data directly to RSBC - this is not a new initiative but an enhancement to continue the current process of data transfer	
PIA-08-21	Commuter Challenge Program - The MSBR is launching a “Commuter Challenge” as part of its green initiatives to encourage staff members to reduce their greenhouse gas (GHG) emissions. It is an online, intranet based tool is being developed to enable staff to enrol in the challenge, record data pertaining to their commuting habits, and subsequently track and report on these metrics.	
PIA-08 0024	PRCS - Workload Development Stns - Workload Dev Machines - the application contains business contact information	

Do Not Distribute

TRA-08-024

- PIA-08-022 **Post Refresh Complex Systems (PRCS) - ACL Workstation** - The applicable personnel use the ACL program to read the Personal and Corporate Income Tax flat files, on the ACL workstation - system upgrade
- PIA-08-023 **Industry Training Authority ISA for the BC-TTC** - For the administration and audit of the BC Training Tax Credit Program (BC-TTC), specifically regarding the exchange of information between MSBR and ITA.

PIA-08-026	PRCS-CSIB Kiosks - CSIB public workstation to enable access to business information	
TRA-08-026		
PIA-08-027	Carbon Tax Regulations - Regulations for the Carbon Tax Act - Carbon Tax PIA completed by Min of Finance	
PIA-08-030	Tax Harmonization RFL - Request for legislation for technical changes to the Income Tax Act that are consequential to amendments to the Income Tax Act (Canada)	
PIA-08-031	Land Tax Deferment Act - RFL to add spousal name to Land Tax Deferment agreement	
PIA-08-032	Property Transfer Tax Act - RFL to allow re-conveyance of property so transferee can gain title to the correct title without having to pay tax twice	
PIA-08-033	RFL Assessment Act - s.19.1new classification for strata properties	
PIA-08-034	RFL Assessment Act - s.19 new classification for eligible supportive housing	
PIA-08-035	ACL Exchange Servier	
PIA-08-036	Records Accession Database (RAD) accession tracking database is used to track and report on accessions. Records management staff will use an application developed in MS Access (version 2) called the Accessions database. Previous PIA completed by MFin.	
TRA-08-036		

- PIA-08-037** **A.** Addendum to POSSE PIA 2006-00013
This PIA will look at the FOIPPA authority to collect shareholder data from the system.
- B.** Addendum to 06-0013 in order to review the disclosure of additional non personal information from POSSE to SBR.

Do Not Distribute

Title & Description (What is the change)	IRP #	Program Contact (s)
New (Temporary) Financial Hardship Property Tax Deferment Program (Project Completed?) it is a loan program that assists qualified BC Homeowners to pay their annual property taxes for 2009 and 2010. This is a 2 year program only and is based on the current property tax deferment program.	08-039	Anna Smylitopoulos (Program) - Jane Johnston (BA)
Rebate energy credit program (Residential Energy Credit) The program is intended to provide relief from the provincial component of the HST on purchases of residential energy. Asset compliance program private sales of designated property (vehicles, boats and aircraft), will be taxed at a rate of 12 per cent. The application of the 12 per cent tax provides comparable treatment between the private sale of designated property, and the sale of these same goods by HST registered businesses.	10-002	Joel Fairbairn (CTPB) & Louise Lam (TACS TACS Business Unit)
Reconstruction Loan Portfolio - The Government of BC introduced proposed changes to the Homeowner Protection Act. These changes transfer the responsibility and accountability of the reconstruction loan portfolio from the HPO to the Ministry of Finance effective April 1, 2010.. The Ministry of Finance through the Receivables Management Office will be responsible for the ongoing operation of the portfolio. As of April 1 F N will be responsible for the ongoing management of the portfolio. Objectives of Phase II To clarify and document the non-functional requirements, Support model, architecture, security, privacy, etc , To identify and evaluate the different options (at high-level), To build a joint recommendation, To identify the roadmap for the phase 3 (migration to the long-term solution).	10-003	
BC Student Loan Administration Transfer RSB transfer the administration of non-defaulted Direct Lend British Columbia Student Loans (0-150 day accounts held at D+H) from the current service provider to Government of Canada, as represented by the Canada Student Loan Program (CSLP).	10-004	Steven Emery (Business portfolio manager) Donna MacDonald (project manager)
Natural Gas & Propane Project Focuses on changes for Carbon and Motor Fuel to support the legislated requirements. From a TACS system perspective the changes being implemented to support the legislated changes mainly consist of configuration changes within the existing architecture.	10-006	Sandra Crowe
CRA ScotiaTalk	10-007	
Tax on Designated Property - Effective July 1, 2010, the private sales of designated property, defined generally as vehicles, boats and aircraft, will be taxed at a rate of 12 per cent. The private sale of vehicles, boats and aircraft is currently subject to the 7 per cent PST but is not subject to GST/HST. The tax will be administered by the Consumer Taxation Programs Branch under the Consumption Tax Rebate and Transition Act.	10-009	Louise Lam
CRA Refund Set-off (RSO) web application Currently information is communicated between the Electronic Interjurisdictional Set-Off (EISO) system and the ministry and HPAS using encrypted email, using SMTP and PKI certificates. The Change - RSO Web application The CRA will no longer be supporting this exchange of data using SMTP and PKI certificates and will be moving to secure WEB-based application to exchange information. Encrypting and decrypting emails will no longer be require with the RSO Web application. The ministry and HPAS is expected to begin using this system effective July 26th and the EISO Set-Off system will no longer be available.	10-010	Louise Hanaka
Remote Use Policy	10-011	
HST Governance Business Intelligence Transformation Tool (BITT) The implementation of the HST requires governance to ensure that businesses are appropriately collecting and reporting HST. Key to the governance is the ability to receive, integrate, analyze and report data from multiple sources with the business objectives The ministry needs to collect, integrate and store business and business activity related data from CRA and other sources. The ministry must be able to report and analyze these data in support of the audit and recovery activities for HST governance identified above. The ministry wishes to brand this new subject area Business Intelligence Transformation Tool – BITT when the data is presented to the ministry staff (e.g. the high level folder) for consumption.	10-012	Pasquotti, Ric David Bryson / Karen Hatch (HPAS PM)
Canada Post Corporation (CPC) verification services FIN will be contracting directly with CPC who will provide verification services for British Columbia Student Loans.	10-013	Samantha Cameron
Content Manager 8.3 Upgrade Upgrade Content Manager (system used by Revenue programs) to 8.3. Involves move from 4000 Seymour to Calgary.	10-014	Sandra Crowe, Louise Ford, Louise Lam PM: Eric Griffiths
LES	10-015	

Do Not Distribute

Title & Description (What is the change)	Go Live Date	IRP #	Program Contact (s)	
Employment Standards Branch Case Tracking System Existing system is being re-built on a new platform.	February, 2011	10-001	Helen Miller	

Do Not Distribute

Title & Description (What is the change)	IRP #	Program Contact (s)		
RMO Non-Tax collection The non-tax team in the RMO collects debt for 26 small programs from 8 client ministries along with Miscellaneous (one	10-001	Louise Hanaka/Barb Holdway		
Title & Description (What is the change)	IRP #	Program Contact (s)		
RMO Non-Tax collection The non-tax team in the RMO collects debt for 26 small programs from 8 client ministries along with Miscellaneous (one off) collections for 10 client ministries. IMB is evaluating Microsoft Access which is the current system of choice for storing PI.	10-001	Louise Hanaka/Barb Holdway		
Partnership between the Province & TransLink re: Parking Sales Tax: TransLink is assuming responsibility for administration of the tax on parking rights effective July 1, 2010. A review of TransLink's security controls will be necessary prior to transfer of the data from FIN to TransLink. See notes for details.	10-008	Louise Lam		
RSB SharePoint Site The Revenue Solution Branch recently assumed responsibility from RMO for the Grant Over awards write-off process. Denis Harvey and his team created a SharePoint site where personal information of students (S N/name/DOB/address/amount owing) will be stored and segregated to ensure only those who have a business need can access this PI. A separate hardcopy signoff sheet will distributed so that no personal information is subjected to risk of breach.	10-005	Denis Harvey (Portfolio Manager)		

Title & Description (What is the change)	IRP #	Program Contact (s)
RMO Non-Tax collection The non-tax team in the RMO collects debt for 26 small programs from 8 client ministries along with Miscellaneous (one off) collections for 10 client ministries. IMB is evaluating Microsoft Access which is the current system of choice for storing PI.	10-001	Louise Hanaka/Barb Holdway
Partnership between the Province & TransLink re: Parking Sales Tax: TransLink is assuming responsibility for administration of the tax on parking rights effective July 1, 2010. A review of TransLink's security controls will be necessary prior to transfer of the data from F N to TransLink. See	10-008	Louise Lam
RSB SharePoint Site The Revenue Solution Branch recently assumed responsibility from RMO for the Grant Over awards write-off process. Denis Harvey and his team created a SharePoint site where personal information of students (SIN/name/DOB/address/amount owing) will be stored and segregated to ensure only those who have a business need can access this PI. A separate hardcopy signoff sheet will distributed so that no personal information is subjected to risk of breach.	10-005	Denis Harvey (Portfolio Manager)

Date: February 13, 2008
Title: Inter-jurisdictional community of practice SharePoint website
Topic: Assessment Community of practice using a MS SharePoint website; does not collect, use or disclose personal information

Date: April 11, 2011
Title: Ministry of Finance, OCG, Corporate Compliance & Controls Monitoring Branch ACL Audit Exchange Security
Topic: The Audit Exchange software identifies control breaches, suspicious activities and policy non-compliance.

Date: February 8, 2008
Title: Ministry of Finance, OCG, Corporate Compliance & Controls Monitoring Branch, New System;
Topic: Purpose of Project is to implement a limited subset of CCM software & Functionality in order to perform proof of concept analysis & assess the potential impact of comprehensive government wide continuous controls monitoring. PIA # FIN-07001

Date: August 8, 2008
Title: Ministry of Finance, OCG, Legal Encumbrance Branch; New System: Legal Encumbrances;
Topic: The Legal Encumbrance System will convert the existing manual procedures into electronic documents. This migration to an electronic environment will help to reduce a number of significant risks identified. PIA #FIN-08010

Date: May 28, 2008
Title: Ministry of Finance, OCG, Financial Management Branch; Review: Interest Calculator Tool
Topic: Tool used for calculation of compound interest. Does not collect, use or disclose personal information. PIA #FIN-08009

Date: March 11, 2008
Title: Ministry of Finance; Employee Exit Interviews
Topic: Ministry developed a template to use when employees left the ministry, to gather information regarding their reasons for leaving, challenges, opportunities, etc. **(note: this template is no longer being used in Finance)**

Date: August 19, 2008
Title: New System – SurveyMonkey
Topic: This web-based application allows subscribers to use the company's survey templates or create their own surveys. The Ministry is using this application mostly to ask for feedback from staff on the quality and effectiveness of training, orientation, and other ministry programs. **(note: this application is no longer being used in Finance).**

List of PIA's

Program Services

- Provincial Sales Tax Act Program (PST registration)– 2012 (in progress)
- Grant For Purchases of New Residential Housing Used as Secondary or Recreational Residence - 2012
- Tax on Designated Property (Private Sales of Vehicles, Boats, and Aircraft)-2010
- Residential Energy Rebate and Credit Program -2010
- Carbon Tax - 2008
- Legal Services (Administration of a remission order to refund provincial sales tax (PST) on the purchase of legal services by low-income individuals) - 2007

Fuel & Carbon

- IFTA (International Fuel Tax Agreement)

Mineral, Oil & Gas Revenue Branch:
List of Privacy Impact Assessments since January 1, 2007 to current

- MOU with Oil and Gas Commission (OGC) – September, 2012
 - A Memorandum of Understanding between the Mineral, Oil and Gas (MOG) revenue branch and the OGC. The objective of this MOU is to enhance co-operation between MOG and the OGC so that each party may fulfil its respective responsibilities in the administration of the Crown's royalty regime. The MOU does not involve the collection or sharing of personal information about individuals.