

PRIVACY IMPACT ASSESSMENT

TACS PIA Update for Revenue Transformation Initiative (RTI) Phase 2 Rollout 1 Initiative Update

1. Title of original PIA and any number assigned to original PIA

Original PIA: FIN 13029-TACS V9 Upgrade

Other relevant PIAs include:

Rural Property Tax Collection (PIA # FIN16057)

Home Owner Grant Administration (PIA FIN11016)

Home Owner Grant Low-Income Supplement (PIA SBR08018)

2. Ministry/Public Body and Program Area.

Ministry	Ministry of Finance
Division	Revenue Division
Branch/Section	Property Taxation Branch
Initiative Title	TACS PIA Update for Revenue Transformation Initiative (RTI) Phase 2 Rollout 1: rural property tax collection; school and police tax administration; home owner grant administration.

3. Contact Position and/or Name, Telephone Number and E-Mail Address.

Name, Title	Louise Lam, Manager
Branch/Section	TACS Business Unit
Phone Number	250 387-2217
E-Mail	Louise.Lam@gov.bc.ca

4. Common or Integrated Program and Data-Linking Initiatives

		Yes	No
(a)	Does the original PIA (or the change now being considered) involve a "common or integrated program/activity", as defined in Schedule 1 of the <i>Freedom of Information and Protection of Privacy Act</i> (FOIPP Act)? * *Note: a "common or integrated program/activity" must be confirmed by regulation		No
(b)	Does the original PIA (or the change now being considered) involve a "data-linking initiative", as defined in Schedule 1 of the FOIPP Act?		No

5. Description of the revision.

Change	Brief Description	FOIPP Authority / Rationale in Brief
storage of personal information	<p>Information, including personal information, collected to administer rural property taxes and home owner grants and supplements, will now be stored in the Taxpayer Administration, Compliance and Services (TACS) System.</p> <p>Personal information that may be stored for rural property tax collection:</p> <ul style="list-style-type: none"> a) property assessment information b) property account details c) payment information <p>In addition, the following personal information elements may be stored to administer home owner grants:</p> <ul style="list-style-type: none"> d) applicant's telephone number and email address e) applicant's signature f) applicant's date of birth g) Social Insurance Number h) Personal Health Number i) T1 Income Tax Information j) Copies of bank records k) Copies of separation agreements or other family court related documents l) Drivers Licence number m) veteran status and verification n) disability status and verification o) documents verifying principal residence (e.g. cable and hydro bills) p) documents verifying incurred costs related to disability (e.g. receipts) <p>The following personal information elements may also be stored to administer home owner grant low-income and veteran low-income supplements:</p> <ul style="list-style-type: none"> q) Net income information for both the applicant and the applicant's spouse r) Universal Child Care Benefit information 	Section 30 and 30.1 of FOIPPA

6. Purpose/Objectives of the revision (if statutory, provide citation).

As part of the Revenue Transformation Initiative Phase 2, the Property Taxation Branch obtained approval to develop a new business application to administer rural property tax, school tax, police tax and home owner grant administration. Following an expression of interest process, it was determined that the upgraded TACS System would best meet the needs of the Property Taxation Branch to administer these programs.

7. What are the potential impacts of this proposal?

The authorities providing for the collection, use and disclosure of information collected by the Property Taxation Branch for the purpose of rural tax collection and home owner grant administration have already been assessed. These are outlined in the relevant program Privacy Impact Assessments, Rural Property Tax Collection (PIA # FIN16057) - , Home Owner Grant Administration (PIA FIN11016) and Home Owner Grant Low-Income Supplement (PIA SBR08018)

The only change is that the information will now be stored in TACS.

The policies and procedures in place for the security, storage and retention of personal information in TACS have already been assessed in FIN13029 TACS R2 PIA. Those policies and procedures do not differ for this initiative.

There are risks of unauthorized access or disclosure of personal information by employees for personal purposes as well as client's personal information being compromised when exchanged with another party. These risks are mitigated through policies and procedures in place to limit these risks. Only authorized employees can access taxpayer information and on an "as needed basis". The list of authorized employees is reviewed semi-annually, at minimum. TACS provides a user activity log which is reviewed monthly to ensure access is appropriate. As well, any taxpayer information is encrypted and transferred over a secure line. Security training and awareness by employees assists in addressing the risk of unauthorized uses and disclosures of information.

The Ministry assesses the risk, the safeguards and the security procedures on an ongoing basis

8. TACS Interface Update (see appendix 1, 2 & 3)

The interface diagrams show the feeds into and out of TACS. These diagrams are being maintained in this PIA as use of TACS is expanded. The feeds shown in the diagrams may or may not contain PI depending on the programs they support. For the purpose of this PIA, the information coming into and leaving TACS are intentionally out of scope. This PIA is limited to the new storage location of this information (TACS). TACS is replacing legacy systems where this information was previously stored. Collection, use and disclosure is covered in the corresponding program PIAs.

Ministry Comments:

The authorities providing for the collection, use and disclosure of information collected by the Property Taxation Branch for the purpose of rural tax collection and home owner grant administration are outlined in the relevant program Privacy Impact Assessments, Rural Property Tax Collection PIA # FIN16057 - , Home Owner Grant Administration (PIA FIN11016) and Home Owner Grant Low-Income Supplement (PIA SBR08018)

The policies and procedures in place for the security, storage and retention of personal information do not differ from the policies and procedures that are carried out for other programs in TACS. The same policies and procedures are in place to ensure the accuracy of personal information. See FIN13029

Privacy, Compliance and Training Branch Review and Comments:

Alan Arslan
Privacy, Compliance and Training
Branch
Office of the Chief Information Officer
Ministry of Citizens Services and Open
Government



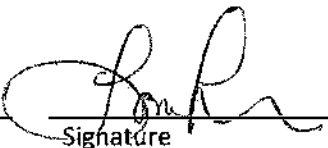
Signature

December 15, 2016

Date


X SIGNATURES

PUBLIC BODY APPROVAL:


Signature

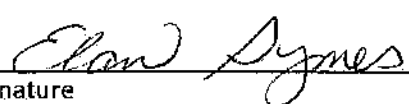
Dec 16, 2016
Date

Louise Lam
RTI Business Lead
Revenue Division
Ministry of Finance


Signature

December 15 2016
Date

Richard Barlow
Ministry Privacy and Information
Security Officer
Corporate Service Division
Information Management Branch
Ministry of Finance


Signature

Dec 19/16
Date

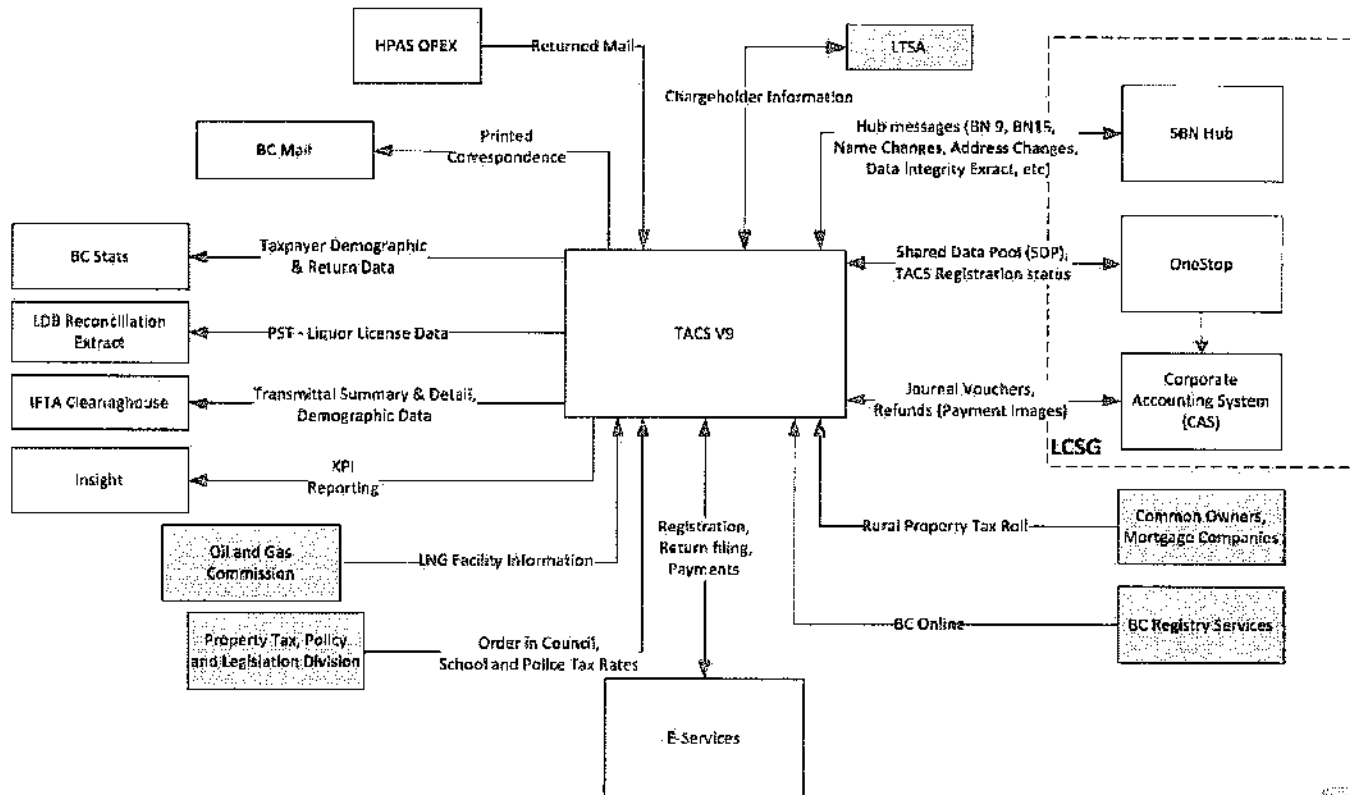
Elan Symes
Assistant Deputy Minister
Revenue Division
Ministry of Finance

GO TO: PERSONAL INFORMATION DIRECTORY (to add PIA and/or ISA summary)

Appendix 1 General Interfaces

The following interfaces will be implemented as part of RTI Phase 2 Rollout 1:

TACS V9 Interfaces - General



Updated August 30, 2016



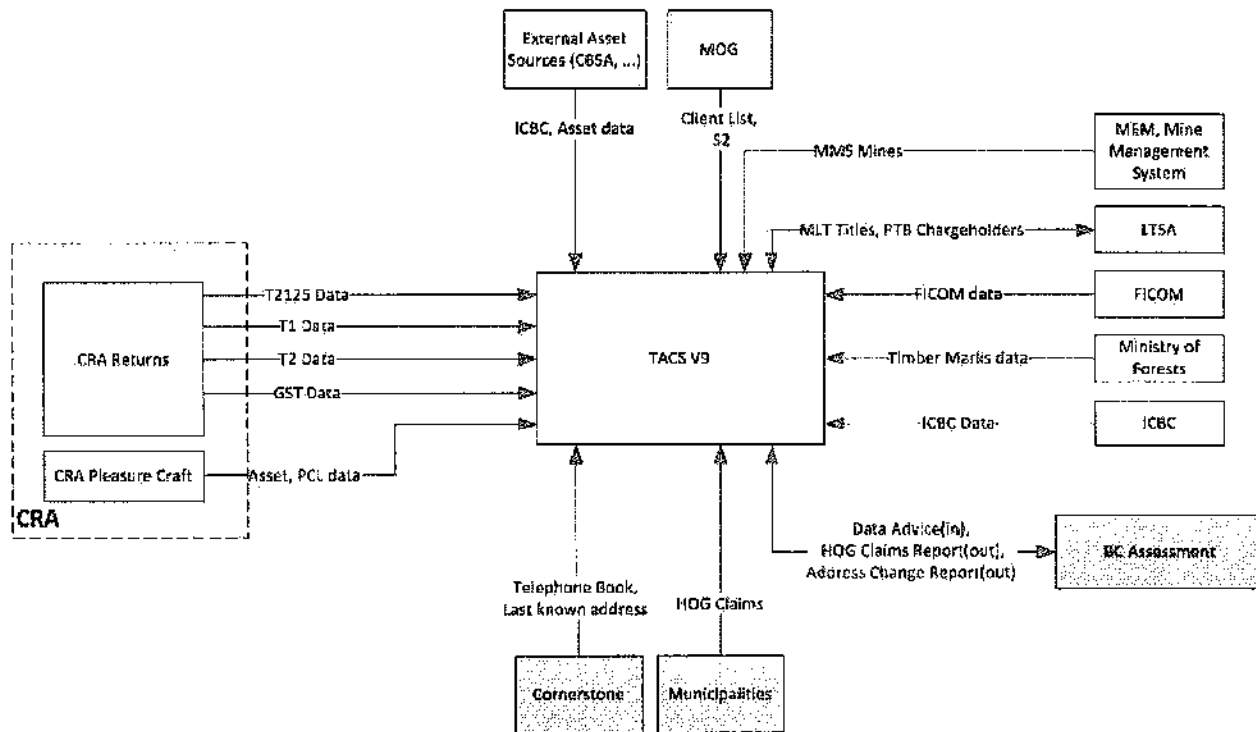
- Property Tax, Policy and Legislation Division – OIC School and Police Tax Rates**
 TACS will receive annual rates set by the Order in Council legislation transmitted as a formatted excel file via email. This file is then directly imported into a Gentax case which has review and approval stages concluding with director approval. Rates will then be used in returns and billing processes.
- BC Registry Services – BC Online**
 Immediate response from searched executed in eTax will run inside of BC Online portal with Web Services being used to communicate between the two. This interface will allow external users at BC Registry Services to search RPT data.

- **Regional Districts, Real Estate Boards and Various Organizations— Rural Property Tax Roll**
A list of folios with high level information called a tax roll is made available annually for external parties to request. Transmission through eTaxBC will be available for Regional Districts and via email for other organizations. A report will be generated for Regional Districts and a file created for various organizations including Real Estate Boards and companies as requested.
- **LTSA – Charge holder Information**
As part of the forfeiture process, we must notify all charge holders on title for the folio. Received bi-annually through SFTP, LTSA will provide a list of these charge holders. The business then works through this list and manually looks up the address for each in the list and keys it. Once complete, the charge holder notification mailout can proceed (Notice of Forfeiture).
- **Oil and Gas Commission – LNG Facility Information**
Details of frequency and transmission are TBD. OGC provides a list of all Oil and Gas facilities in BC, and provides an ID for each. LNG uses the facility ID number in Registration to identify the taxpayer's facility.

Appendix 2 Warehouse Interfaces

The following interfaces will be implemented as part of RTI Phase 2 Rollout 1:

TACS V9 Interfaces - Warehouse



FAST

Updated August 30, 2016



- Cornerstone – Telephone Book, Last Known Address**
 This interface provides additional sources to match data in discoveries and audit processes. To load the data into the warehouse a delimited file is manually downloaded through FTP and is sent to a pick up location to be processed by the nightly warehouse job stream, new files being made available annually.
- Municipalities – HOG Claims**
 A fixed width file is uploaded to eTax by the municipalities which is then copied to the warehouse for processing and entity matching, as well as driving discovery and audit.

- **BC Assessment (BCA) – Data Advice**

Based on product availability an XML file will be downloaded from the BCA website and loaded into the warehouse. The data is then loaded into TACS through a case to enable reviewing the changes and if approved it drives registration of RPT folios, as well as updating existing folio, account, and period attributes. Warehouse data is also used by HOGA Audit and discovery.

- **BC Assessment – HOG Claims Report**

A PDF file is emailed to BC Assessment providing information about a year of Home Owner Grant claims once per year.

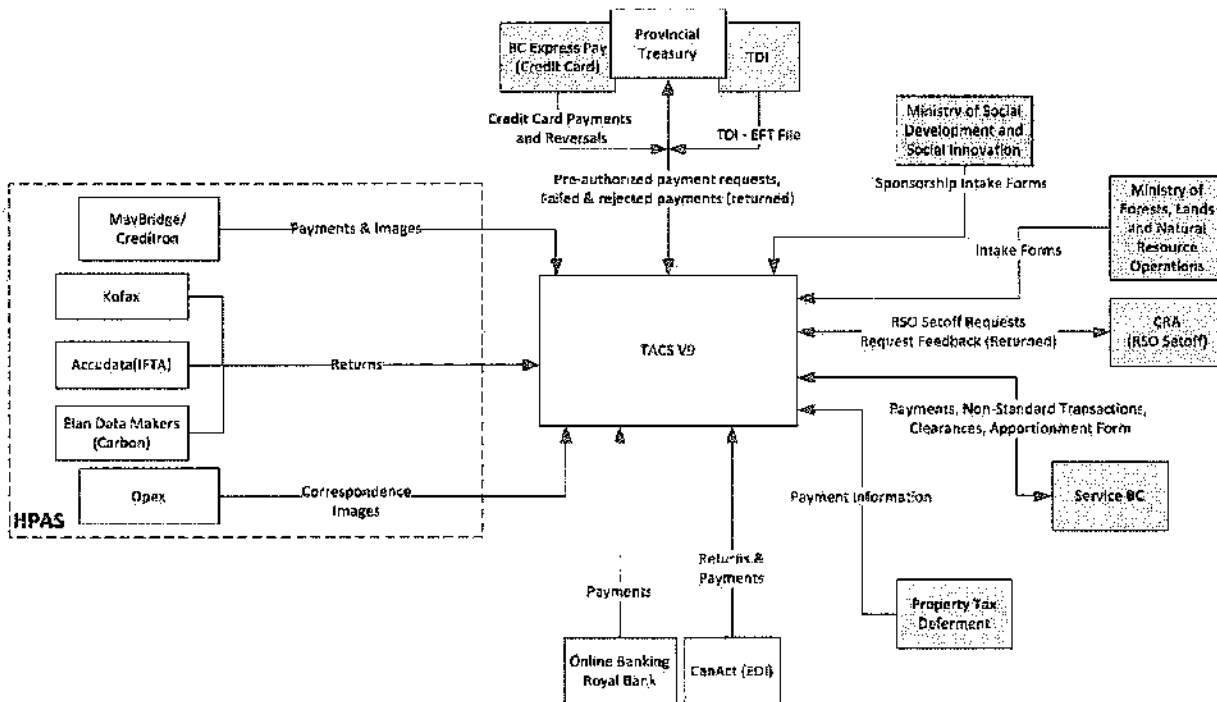
- **BC Assessment – Address Change Report**

A PDF file (may change to Excel file) is transmitted (details TBD) to BC Assessment identifying mailing address changes that have been made on RPT folios in TACS. Frequency of the transmission of this file will be once per week on the last business day of the week.

Appendix 3. Payments, Returns, and Imaging Interfaces

The following interfaces will be implemented as part of RTI Phase 2 Rollout 1:

TACS V9 Interfaces – Payments, Returns, Imaging



FAST

Updated August 30, 2018



- Provincial Treasury – TDI-EFT

Treasury deposit information will be transferred daily however the transmission process is still TBD until there has been significant outreach to HPAS (SMARTS developer) on the current system. This information will be treated as a normal payment in TACS.

- Service BC

Daily transmission through SFTP will provide a file from Service BC which will drive payments in TACS. Outgoing web service to Service BC will provide payment direction information for their eGarms payment system. Reconciliation will be done by Service BC.

- Property Tax Deferment

The users in the deferment section will manually generate a file which will be uploaded into TACS daily, or as needed. The file will be used to post credits and set/remove indicators which will drive billing and refund processing.