

READINESS CHECKLIST FOR INSTITUTIONS



On July 13, 2022, *Privacy Act Extension Order, No. 3* will come into force, as follows:

Extension of right of access

The right to be given access to personal information under subsection 12(1) of the *Privacy Act* is extended to include all individuals outside Canada to whom that right has not been extended previously.

The following activities are recommended in preparation for the coming into force:

AWARENESS

- ☐ Have you informed leadership, Offices of Primary Interest (OPIs), and ATIP analysts of the Extension Order and its coming into force on July 13, 2022?
- ☐ Have you analyzed and categorized the types of requests for personal information that your institution receives in order to anticipate requests from foreign nationals living abroad?

PROCESSES

- ☐ Have you considered and implemented a process to verify the identity of requesters in your institution as per the TBS PIN on Identity Verification?
- ☐ Do you have procedures in place to assist requesters with their personal information requests?
- ☐ Have you developed letters or adopted the TBS template letters for responding to requesters in the event that you are unable to verify identification?
- ☐ Does your institution have a process to ensure the identity information provided will be protected and retained for at least two years?
- ☐ Are your institution's privacy breach protocols up to date to include international considerations?

STATISTICAL REPORTING

- ☐ Is your institution prepared to record the number of requests submitted from foreign jurisdictions?

Should your institution have any concerns following the coming into force of *Privacy Act Extension Order, No.3*, please feel free to contact IPPD at ippd-dpiprp@tbs-sct.gc.ca.