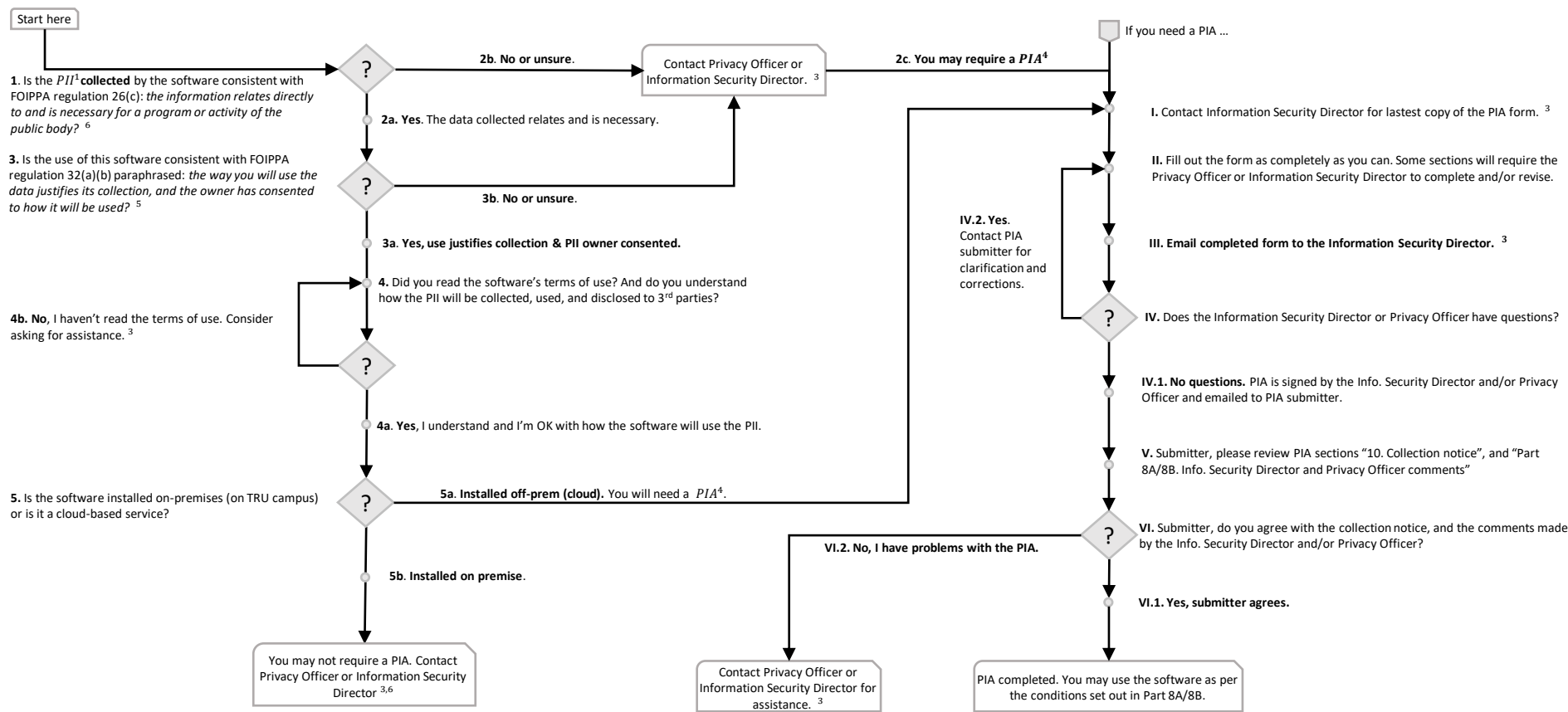


The PIA Process Flowchart version 1.0



1. Personal Identifiable Information (PII) is any field (or any combination of fields) that can uniquely identify an individual. Ex: Name + birthdate

2. Note, be sure to consider any PII which may be inside any documents you submit. Ex: student assignment or paper.

3. Contact the privacy officer (privacy@tru.ca) or the Information Security Director (jcuzzola@tru.ca)

4. Privacy Impact Assessment (PIA)

5. Obtaining consent could be done easily within a course outline that explicitly states Ex: "by taking this course, you consent to your name, email, (etc.) and your assignments be submitted to Grammarly for plagiarism detection."

6. If the PII belongs entirely to yourself, then you do not need a PIA. By using the software, you accept the risks of how your PII is collected, used, and disclosed.