

# Privacy Impact Analysis Report

## Outline

The Canadian Commercial Corporation (CCC) is holding its second annual public meeting (APM) in collaboration with the Manufacturiers et Exportateurs du Québec (MEQ). Invitations and registration forms were sent to CCC contacts, including supplier, association and government contacts. Individuals who did not receive an invitation can still register and attend the event. Individuals interested in attending the APM are required to complete and submit a registration form. The collection, use and disclosure of personal information submitted will be used to complete the registration process for the CCC APM. The personal information sought includes name (mandatory), company name, address, telephone number, fax number, and email address (mandatory). The registration form may be completed and submitted online through the CCC public website or returned to the Corporation via fax, email or postal mail. The collected information will be stored on an internal CCC electronic repository for as long as the information remains relevant to the second annual public meeting.

## Stakeholders

- The Canadian Commercial Corporation – responsible for collecting personal information for APM use. The Corporation must also ensure that relevant policies and legislation are met.
- CCC APM registered participants –providing truthful information voluntarily for registration.

## Legislation and Policies

CCC's collection and use of personal information must comply with the following legislation and policies:

- *Privacy Act;*
- *Access to Information Act;*

## Privacy Risks

Specific privacy risks associated with the collection and use of personal information for the purpose of the annual public meeting are minimal. In order to avoid possible privacy risks, the collection and use of the registration information will be limited to internal CCC use only on a need to know basis.

CCC may be asked by the Manufacturiers et Exportateurs du Québec to provide a list of invited guests. In the event that CCC is asked to provide personal information to the MEQ, the APM coordinators must deny access to the personal information collected.

## Communications Strategy

A privacy statement will be included on the registration form to inform registrants that personal information provided on the form is voluntary and is collected to complete registration for the CCC annual public meeting. Upon registration, registrants are informed that the information collected may be shared with other Government of Canada departments. The privacy statement also communicates that personal information will be maintained in the Personal Information Bank of the CCC and will be protected, used and disclosed in accordance with the *Privacy Act*.