Submit Form

Privacy Impact Assessment Summary

Business Unit / Department: Operational Services| Fleet & Inventory

Project Title: MS SharePoint for Customer Notifications

PIA Number: 2025-PIA-067

Project Description:

Corporate Clothing provides just under 10,000 employees with their uniforms and duty gear requirements, enabling them to perform their job safely. There is currently no other method of communication other than City Email and Work Phone number and the current software does not allow any customer communication. It is relatively slow and ineffective when it comes to communicating with employees since not everyone has a City issued mobile phone or have work email access. With the integration of MS SharePoint, we are able to provide our City employee customers with updates via their personal email and personal phone number. This will provide our customers a much effective way to communicate with our staff, obtaining product notifications and service updates. These may include:

- Service Update – Clothing Queue Management, Tailor Shop Completions, Shipping Notifications
- Product Updates – Back in stock notifications, special order item in-stock notifications, Back Order Updates

Personal Information collected, used and disclosed by the project:

✔	name, home or business address or home or business telephone number,
☐	race, national or ethnic origin, colour or religious or political beliefs or associations,
☐	age, sex, marital status or family status,
☐	identifying number, symbol or other particular assigned to the individual,
☐	fingerprints, other biometric information, blood type, genetic information or inheritable characteristics,
☐	health and health care history, including information about a physical or mental disability,
☐	educational, financial, employment or criminal history, including criminal records where a pardon has been given,
☐	opinions about an individual,
☐	an individual's personal views or opinions, except if they are about someone else,
✔	Other please describe: email address

Note: Personal information is defined in section 1(n) of the *Freedom of Information and Protection of Privacy Act* of Alberta

PIA Report Acceptance Date: 5/6/20