# Privacy Impact Assessment – Management Structure Table (PIA Annotated Template - Section B)

# Document Purpose and Overview

A Privacy Impact Assessment (PIA) describes how proposed administrative practices or information systems may affect the privacy of the individuals who are the subjects of the information.

This document is intended to be adapted by the custodian when submitting a PIA in Section B: Management Structure Table. This table provides the Office of the Information and Privacy Commissioner (OIPC) an overview of the clinic’s organization structure, including the various roles in the clinic and who they report to.

The proper form to use is the PIA Annotated Template. This template is intended to assist community-based custodians in completing PIAs. It can be accessed on this page on the [Alberta Health website](about:blank).

Additional information about each section can be found on the [AMA website](about:blank) and on the annotated template.

# Instructions for use

* Remove roles that do not apply from the table and fill in the relevant boxes
* Add roles as needed and fill in the relevant boxes
* The attached table can be inserted in the template (see above) with your clinic specific information in it
* Remove any highlighting and this instructional cover sheet before submitting

# Privacy Training

The Alberta Medical Association offers privacy and security training to any Alberta community-based medical clinic. [Visit the AMA website today to learn more!](https://www.albertadoctors.org/leaders-partners/clinic-patient-privacy/privacy-training)

# Management Structure Table

Remove roles that do not apply from the table below and fill in the relevant boxes. Cut and paste this document into the PIA Annotated Template when completed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Management Structure Table** | | | |
| **Position/Clinic Role** | **Job Responsibility** | **Reports to** | **Number of Individuals in the Role** |
| Lead Clinic Custodian |  |  |  |
| Privacy Officer |  |  |  |
| Receptionist |  |  |  |
| Clinic Manager |  |  |  |
| RN |  |  |  |
| LPN |  |  |  |
| Physicians |  |  |  |
| IT Support  Third party vendors |  |  |  |
|  |  |  |  |