

Digital Strategy and Operations Branch, Ministry of Central Services

The document provides instructions for how to meet privacy requirements for a Saskatchewan Account.

Privacy Requirement Instructions for the Saskatchewan Account¹

Privacy Requirements Effective as of August 2, 2019.

The following steps outline the required actions to address privacy requirements for any new ministry service connecting to the Saskatchewan Account.

1. The project manager initiates a privacy impact assessment (PIA) with the respective ministry privacy officer in the design phase of the project. A worksheet can be found on page 21 of the [Privacy Impact Assessment Guidelines](#).
2. The PIA is completed by the respective ministry and approved by the respective ministry's privacy officer. **This must occur before the project can launch any public-facing enterprise tools.** The respective ministry (with its privacy officer) prepares consent and privacy language for each service being offered online via the Saskatchewan Account. This includes:
 - **"mandatory consent/advisory language"** related to the sharing of personal Saskatchewan Account data with the consuming ministry,
 - **"Program Specific Consent Language"**, which is at the discretion of the ministry.

The Saskatchewan Account accommodates individual and organizational profiles. Your ministry may be leveraging either or both profiles. Consent language must be prepared for whichever profiles are leveraged by your ministry. Please see the appendices for the mandatory language for each profile.

- For the Individual Mandatory Consent Language, and as a starting point for the Program Specific Consent Language, please see Appendix A.
- For the Organization Mandatory Advisory Language, and as a starting point for the Program Specific Consent Language, please see Appendix B.

The respective ministry's privacy officer shall determine if the Program Specific Consent Language is sufficient.

3. The mandatory consent and advisory language must be used. Any deviation from this language must be reviewed by the Ministry of Central Services' privacy officer.
4. The ministry's respective project manager provides approved language to the Digital Strategy and Operations Branch representative for publishing.

¹ The Saskatchewan Account was formerly known as My Government Online Services (MyGOS) and may also be known internally as Citizen One or Business Connect. All of these names, in whole or in part, are now known as the Saskatchewan Account.

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Appendix A – Consent Language – Individual Profile – Saskatchewan Account

Mandatory Consent Language

I consent to share my personal information contained in my Saskatchewan Account with the **<insert name of Ministry, Agency or Government entity>**.

This personal information includes:

- i) my name;
- ii) address;
- iii) email address;
- iv) telephone number;
- v) any additional information that is reasonably required for the purposes of updating and maintaining my Saskatchewan Account.

I also consent to sharing any additions or changes I make to my personal information on my Saskatchewan Account with the **<insert name of Ministry, Agency or Government entity>**. This will ensure that my personal information is updated and maintained with the **<insert name of Ministry, Agency or Government entity>**.

More detail about the consent you are giving

The Saskatchewan Account is maintained by the Ministry of Central Services. By giving your consent you are giving permission to the Ministry of Central Services to disclose your personal information listed above to the **<insert name of Ministry, Agency or Government entity>**.

<<INSERT ANY ADDITIONAL PROGRAM SPECIFIC CONSENT LANGUAGE (see below for suggested language)>>

This consent remains valid unless I revoke (withdraw) it by instructing the **<insert name of Ministry, Agency or Government entity>** in writing at: **<insert appropriate contact information e.g. email address or mailing address>**. If I revoke my consent, I understand that I may not be able to access this service provided by the **<insert name of Ministry, Agency or Government entity>** until I provide the required consent.

I further understand that, although I may revoke my consent, *The Freedom of Information and Protection of Privacy Act* and *The Freedom of Information and Protection of Privacy Regulations* or other legislation may authorize the **<insert name of Ministry, Agency or Government entity>** to use and disclose my personal information collected without my consent. I also understand that the **<insert name of Ministry, Agency or Government entity>** is required to retain the information collected until disposal is authorized, in accordance with *The Archives and Public Records Management Act*.

I am voluntarily providing this consent. If I have any concerns about this consent or the sharing of my personal information I may contact the **<insert name of Ministry, Agency or Government entity>**'s Privacy Officer at **<insert appropriate contact information e.g. email address or mailing address>**.

For more Information please email us at onlineservices@gov.sk.ca

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Last reviewed: August 2019
Next review: August 2020

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Additional Program Specific Consent Language (At the discretion of the ministry)

I consent to the collection, use and disclosure by **<insert name of Ministry, Agency or Government entity>** of my personal information (including any additions or changes that I subsequently provide):

<Detail the information being collected, used and/or disclosed that is in addition to the above mentioned phone book information. Ensure that any information you collect is required in order to comply with the data minimization principle.>

<alternatively you may say: “all information collected on this application form and any additional personal information subsequently provided.”>

for the following purpose(s):

<detail all potential purposes for which the personal information could be used or disclosed (including for evaluation of programs or other analytics if it is used for that purpose)> <contemplate any specific statutory requirements or restrictions>

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Appendix B – Advisory Language – Organization Profile – Saskatchewan Account

Mandatory Organizational Language

When it comes to organization accounts, there are two types of information that will be shared with **<insert name of Ministry, Agency or Government entity>**:

1. Publicly available organization information
2. Personal information from individuals associated with your organization

Publicly available organization information includes:

- i) Organization name
- ii) “Doing business as” name
- iii) Business number (if applicable)
- iv) Organization type (e.g. corporation, sole proprietor etc)
- v) Legal mailing address

This information is shared with the **<insert name of Ministry, Agency or Government entity>** to enable your organization to receive services. It does not require consent.

Personal information from individuals associated with your organization includes:

- i) The names, emails and phone numbers of individuals associated with your organization
- ii) The business addresses of individuals associated with your organization
- iii) Individual relationships to an organization (example: affiliations or employment)
- iv) any additional information that is reasonably required for the purposes of updating and maintaining my Saskatchewan Account.

Personal information requires consent before it can be shared with **<insert name of Ministry, Agency or Government entity>**.

We collect this consent directly from each individual. You consented to share your name, email, phone number, office location(s) and relationship to the organization when you accepted your invitation to act on behalf of this organization.