A Privacy Impact Assessment (PIA) for the Digitalization of Admissibility project, focusing on the integration of OneID for passenger processing, involves evaluating how personal data is collected, used, stored, and shared, as well as assessing the risks and effects on individual privacy. Below is an outline of what such an assessment might include:

**Document Title:** Privacy Impact Assessment for Digitalization of Admissibility Project (OneID)

**Document ID:** PIA-OneID-2024-V1.0

**Version:** 1.0

**Date:** [Insert Date]

**Prepared by:** [Insert Name]

**Approved by:**

* **Name:** [Insert Name], **Role:** [Insert Role]
* **Name:** [Insert Name], **Role:** [Insert Role]

**Revision History:**

| **Version** | **Date** | **Description** | **Author** |
| --- | --- | --- | --- |
| 1.0 | YYYY-MM-DD | Initial privacy impact assessment. | [Insert Name] |

**1. Project Overview**

* **Purpose and Description:** Briefly describe the project, including the implementation of OneID for digital admissibility and its objectives.
* **Project Scope:** Define the data and processes involved in the project, specifically related to personal and sensitive information handling.

**2. Data Collection and Use**

* **Data Types Collected:** Enumerate the types of personal data collected (e.g., biographic, biometric, travel, and health information).
* **Purpose of Collection:** Detail the reasons for collecting each data type and how it relates to the project's objectives.
* **Data Collection Methods:** Describe how data will be collected, including direct from passengers, through third parties, or other sources.

**3. Data Processing and Storage**

* **Data Flow:** Map out the flow of personal data within the system, from collection to processing, storage, and eventual disposal.
* **Data Storage Location and Duration:** Specify where the data will be stored, the retention period, and the criteria for data deletion or anonymization.
* **Data Access Controls:** Outline the measures in place to control access to personal data, ensuring that only authorized personnel can access it for legitimate purposes.

**4. Data Sharing and Disclosure**

* **Internal Data Sharing:** Detail how data is shared within the organization and the purpose of such sharing.
* **External Data Sharing:** Identify external entities with which data will be shared (e.g., government agencies, other airlines), the purposes of sharing, and the safeguards in place to protect shared data.

**5. Risk Assessment**

* **Privacy Risks Identification:** Identify potential risks to privacy, including unauthorized access, data breaches, and misuse of data.
* **Risk Analysis:** Evaluate the likelihood and impact of each identified privacy risk.
* **Mitigation Strategies:** Propose measures to mitigate identified risks, including technical, administrative, and physical controls.

**6. Privacy Design and Safeguards**

* **Privacy by Design:** Describe how privacy is embedded into the project design, including data minimization, purpose limitation, and user privacy preferences.
* **Security Measures:** Detail the security technologies and processes in place to protect personal data against unauthorized access and data breaches.

**7. Legal and Compliance**

* **Regulatory Analysis:** Assess compliance with applicable privacy laws and regulations (e.g., GDPR, CCPA, PIPEDA).
* **Consent and Notice:** Explain how consent will be obtained from passengers and how privacy notices will be communicated.

**8. Rights of Individuals**

* **Access and Portability:** Detail how individuals can access their personal data and, if applicable, transfer it.
* **Rectification and Erasure:** Explain the processes for individuals to request corrections or deletion of their personal data.
* **Opt-out and Objections:** Describe how individuals can opt-out of data processing or object to how their data is used.

**9. Monitoring and Review**

* **Audit and Compliance Checks:** Outline the plans for regular audits and compliance checks to ensure ongoing privacy protection.
* **Impact Assessment Review:** Specify how and when the PIA will be reviewed and updated to reflect changes in the project or emerging privacy risks.

**10. Public and Stakeholder Engagement**

* **Public Communication:** Discuss how information about the project's data privacy practices will be communicated to the public.
* **Stakeholder Consultation:** Detail the consultation process with stakeholders, including privacy advocates, regulatory bodies, and the public.

**Appendices**

* **Appendix A:** Detailed Data Flow Diagrams
* **Appendix B:** Risk Assessment Matrix
* **Appendix C:** Privacy Notices and Consent Forms

**Glossary**

* **PIA:** Privacy Impact Assessment
* **OneID:** A standardized identity management scheme in the airline industry
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This PIA document will serve as a foundational piece ensuring that the Digitalization of Admissibility project respects and protects individual privacy while achieving its operational objectives. It should be a living document, updated as the project evolves or as new privacy considerations arise.