

# Comic Life

<b>Part 1</b>	
<b>Resource Type (Digital or Application)</b>	Application
<b>Application/Software Title (with links)</b>	<b>Comic Life</b> <a href="https://plasq.com/apps/comiclife/macwin/">https://plasq.com/apps/comiclife/macwin/</a>
<b>Developer/Vendor</b>	Plasq, LLC
<b>Privacy Policy, Terms of Use (Links)</b>	<a href="https://plasq.com/support/plasq-com-privacy-policy/">https://plasq.com/support/plasq-com-privacy-policy/</a>
<b>Description of Application and its Educational Value (Refer to "About Us" page, if applicable) What is the initiative? Describe your initiative in enough detail that a reader who knows nothing about your work will understand the purpose of your initiative and who your partners and other stakeholders are. Describe what you're doing, how it works, who is involved and when or how long your initiative runs.</b>	<b>Comic Life</b> by Plasq is a user-friendly application that enables users to create polished comic-style storyboards using photos, text, speech bubbles, captions, and templates—available on Mac, Windows, iOS, iPadOS, and Chromebook.
<b>Part 2</b>	
<b>Is this initiative a data-linking program under FOIPPA?</b> <i>If yes, this PPIA must be submitted to the Office of the Information and Privacy Commissioner (OIPC). A <u>data linking program</u> is when multiple distinct data sets are used in conjunction with each other. (E.g. MyED information used in School Messenger)</i>	No
<b>Is this initiative a common or integrated program or activity (CIPA)?</b> <i>If yes, this PPIA must be submitted to the Office of the Information and Privacy Commissioner (OIPC). A <u>CIPA</u> is a program or activity that provides one or more services through a public body either working collaboratively or on behalf of other public bodies or agencies.</i>	No
<b>What Personal Information (PI) is involved?</b> <i>List all the PI elements that will be collected, used, and/or stored through the use of this app by (but not limited to): students, staff, parents, and vendors, even unintentionally. If the answer is 'none', then skip to PART 5 and submit this PPIA to the Privacy Officer for completion.</i>	<ul style="list-style-type: none"> <li><b>Identifying information</b> (Name, email address, mailing address, phone number)</li> <li><b>Account &amp; transaction data</b> (Purchase or subscription history, transaction details)</li> <li><b>Usage &amp; device information</b> (IP address, device/browser type, usage logs, crash and diagnostics data)</li> <li><b>Content &amp; media</b> (Created and uploaded comic pages, photos, images, videos, and audio files.)</li> <li><b>Support data</b> (Web cookies and analytics, messages, emails, &amp; attachments submitted via support.)</li> </ul>

<b>Use</b> <i>What is the PI used for (purpose)?</i> <i>Will the PI be used to make decisions that directly affect individuals? Does the vendor/provider use collected PI for other purposes, e.g., to advertise its services to students, teachers or parents?</i>	Comic Life does not require account creation for desktop use, but PI may be collected during support requests, purchases, or when sharing content via email or social media. Unintentional PI may be embedded in uploaded media or comic exports. PI is not used to make automated decisions that directly affect individuals, and Plasq explicitly states it does not sell or rent PI to third parties.
<b>Disclosure</b> <i>Who will/might access the PI?</i> <i>How might the vendor/provider share the collected PI? What disclosure to 3rd parties might occur (which 3rd parties) and the type of PI being disclosed/shared. How might disclosed PI be used (see above)?</i>	<ul style="list-style-type: none"> <li>Personal information (PI) may be accessed by Plasq staff, authorized service providers, and system administrators for support, troubleshooting, and product improvement.</li> <li>PI may be shared with third-party service providers for functions such as website hosting, payment processing, customer support, and analytics.</li> <li>Disclosed PI may include name, email, device info, crash reports, and usage data, used strictly for service delivery, technical support, and operational efficiency.</li> <li>Plasq states it does not sell or rent PI, and sharing is limited to what's necessary under confidentiality agreements and applicable laws.</li> </ul>
<b>Security</b> <i>Describe the measures put in place, including those implemented internally and by the provider, to secure the PI and to prevent unauthorized access to the PI. Describe the technical and physical measures in place to protect the PI.</i>	Comic Life is primarily a local desktop application, which significantly reduces exposure to online threats. PI is only collected during optional interactions (e.g. support, purchases), and Plasq commits to using it solely for service delivery and improvement.
<b>Part 3</b>	
<b>Will any PI be stored outside Canada?</b> <i>Yes or No. If No, skip to PART 4</i>	Yes
<b>Is any of the PI 'sensitive'?</b> <i>Click on link above to determine if PI is considered sensitive</i>	No
<b>Where is the PI being stored?</b> <i>Where, what regions are the PI being stored in, including backups. What hosting providers are being used?</i>	Personal information (PI) is stored within secure systems controlled by Plasq, located in the United States.
<b>Part 4</b>	
<b>Ownership and Retention of PI</b> <i>Who owns the PI, according to applicable contracts/agreements. Describe the provisions, controls and guarantees in place on the retention of PI: storage before expiry, backups, destruction/deletion of PI</i>	PI is stored securely and retained only as long as necessary to fulfill service or legal obligations. Users can request deletion of PI via support channels or send an email to <a href="mailto:plasq@plasq.com">plasq@plasq.com</a> .
<b>Accuracy of PI</b>	Individuals can request corrections to their personal information (PI) by contacting Plasq directly via their

<p><i>Describe the provisions that allow individuals to request corrections to their PI held within the application/service</i></p>	<p>support channels or send your request to <a href="mailto:plasq@plasq.com">plasq@plasq.com</a>.</p>
<b>Part 5</b>	
<p><b>Recommendation</b> <i>Recommendation for Approval, Abeyance/Suspension (pending further review) or Rejection, based on a review and assessment of Privacy Risk. For an approval, provide any applicable conditions of use and/or other risk mitigation measures advised to achieve an acceptable level of privacy risk</i></p>	<p><b>Approved.</b> Comic Life is a local desktop application with minimal data collection, no account requirement, and no persistent cloud storage. PI is only collected during optional interactions (e.g. purchases, support), and Plasq does not sell or rent PI. Privacy risks are low and manageable.</p>
<p><b>PIA Version</b></p>	<p>1.0</p>
<p><b>Date Created</b></p>	<p>08 July 2025</p>