

National Film Board (NFB)

Part 1	
Resource Type (Digital or Application)	Digital
Application/Software Title (with links)	National Film Board (NFB) National Film Board of Canada
Developer/Vendor	Follett Software, LLC
Privacy Policy, Terms of Use (Links)	Privacy Policy – NFB Support Site Terms of use – NFB Support Site
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.	The National Film Board of Canada (NFB) offers an online educational platform that supports digital storytelling through instructional videos and interactive learning activities. Under the <i>National Film Act, 1950</i> , its mandate is to produce, distribute, and promote films that interpret Canada for Canadians and international audiences.
Part 2	
Is this initiative a data-linking program under FOIPPA? <i>If yes, this PPIA must be submitted to the Office of the Information and Privacy Commissioner (OIPC). A data linking program is when multiple distinct data sets are used in conjunction with each other. (E.g. MyED information used in School Messenger)</i>	No
Is this initiative a common or integrated program or activity (CIPA)? <i>If yes, this PPIA must be submitted to the Office of the Information and Privacy Commissioner (OIPC). A CIPA 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
What Personal Information (PI) is involved? <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>	No collection of Personal Information (PI) of students. NFB Media School collects two types of student information: <ul style="list-style-type: none"> Email address: Required to create an NFB account and access the workshop. Learning notes: Optional content entered by students within lessons and activities.
Use <i>What is the PI used for (purpose)? 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>	N/A
Disclosure	N/A

<p><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></p>	
<p>Security <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></p>	<ul style="list-style-type: none"> • Access to PI is limited to authorized personnel. • PI is protected through encryption and anonymization. • Physical facilities and systems are secured with restricted access and multifactor authentication.
Part 3	
<p>Will any PI be stored outside Canada? <i>Yes or No. If No, skip to PART 4</i></p>	No
<p>Is any of the PI '<u>sensitive</u>'? <i>Click on link above to determine if PI is considered sensitive</i></p>	None
<p>Where is the PI being stored? <i>Where, what regions are the PI being stored in, including backups. What hosting providers are being used?</i></p>	PI used in Media School is stored on AWS servers in the Central Canada (Quebec) region and on-premises at NFB's Montreal headquarters, with backups also retained at the Montreal location.
Part 4	
<p>Ownership and Retention of PI <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></p>	N/A
<p>Accuracy of PI <i>Describe the provisions that allow individuals to request corrections to their PI held within the application/service</i></p>	N/A
Part 5	
<p>Recommendation <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>	Approved.
PIA Version	1.0
Date Created	22 December 2025
Other References	NFB Media School PIA Template 2024 Focused Education.docx