

Presence in the Workplace

DESCRIPTION

To maximize the benefits of presence in the workplace, and to bring greater fairness and consistency to the application of hybrid work for employees, the Treasury Board Secretariat (TBS) Direction on prescribed presence in the workplace was updated in May 2024. This direction applies to all core public administration employees (indeterminate, full time, part time, term), students and casual workers (Schedule I and IV of the *Financial Administration Act*).

TBS strongly recommended that separate employers (Schedule V of the *Financial Administration Act*) adopt a similar strategy, to ensure a coherent approach for the whole public service.

As such, the National Capital Commission (NCC) is moving forward with the implementation its updated Direction on presence in the workplace, which will include the implementation of a minimum requirement of 3 days per week in the workplace for all employees by January 13, 2025. To ensure leadership and effective support for their teams, Vice Presidents and Directors are expected to be on site a minimum of 4 days per week also beginning in January 2025.

Having previously optimized the space available in the current workplace and in anticipation of move to new a Head Quarters location, the NCC is deploying a new workplace booking tool (Tango Reserve by AgilQuest) in January 2025. The tool will also enable the NCC to comply with TBS' stated expectation that Deputy heads assume responsibility for implementing verification regimes and for maintaining data for their organization. As such, reporting functions will be available to track utilization to optimize available workstations, to manage workstations making them inactive if technical issues arise making them unsuitable for booking and for Employee Relations and managers (for their staff only) to obtain reports on staff presence in the workplace to validate presence should compliance issues arise. The NCC does not currently have such monitoring and reporting capacity.

WHY A PRIVACY IMPACT ASSESSMENT WAS COMPLETED

A PIA was completed to conform to the TBS Direction on prescribed presence in the workplace, and associated Privacy Guidance.

ADDITIONAL INFORMATION

Based upon available information, the PIA identified three potential risks to the privacy related to the collection, use, disclosure and retention of personal information:

Risk 1: LOW - There is a risk that users will not understand the dual purpose of the new system.

Mitigation: In all our communications and material, we will define the purposes for collecting personal information as clearly and narrowly as possible so people understand how their information will be used and explaining the consequences of not using the application and providing the required personal information.

Target completion date: January 2025

Risk 2: LOW -There is a risk that the organization may use or disclose personal information for reasons other than the identified purposes for which it was collected.

Mitigation: Training and guidelines will be developed.

Target completion date: January 2025

Risk 3: LOW - There is a risk that incorrect information be used when making a decision about an individual.

Mitigation: By establishing policies that governs what types and methods for the updates of information, employees' personal information will be kept as accurate, complete and up to date as necessary considering its uses.

Target completion date: January 2025

RELATED PERSONAL INFORMATION BANKS

Labour Relations Standard Personal Information Bank (PIB) PRN 926
Presence in the Workplace NCC PPE 100

FOR MORE INFORMATION ABOUT THIS PRIVACY IMPACT ASSESSMENT

Alain Belleville
Access to Information and Privacy Coordinator
National Capital Commission
40 Elgin Street, Room 202
Ottawa, ON K1P 1C7
Telephone: 613-853-2246
Facsimile: 613-239-5404
atip-aiprp@ncc-ccn.ca