

April 14, 2015

Dr. Heidi Bohaker
Department of History, University of Toronto
Sidney Smith Hall Room 2078
100 St. George Street
Toronto ON M5S 3G3

Dear Dr. Bohaker,

Re: Access Request No. 2014-13
Appeal No. PA15-72

Freedom of Information and Protection of Privacy Act Request for Information

I am writing regarding your request for access to information under the *Freedom of Information and Protection of Privacy Act* (FIPPA) received in our office on January 6th, 2015 and Carleton University's decision letter dated January 12, 2015. We understand your request to be for the following information:

Copies of the following documents in the custody and control of the Carleton University pertaining to the institution's decision to outsource e-Communications to Microsoft's Office 365 platform. The date range for search is between January 1, 2010 and the present.

- 1. A copy of any privacy impact assessments and/or regulatory impact assessments used to support the Carleton University's eCommunications outsourcing decision. If no such assessment was undertaken, we are requesting written confirmation of this fact.*
- 2. A copy of Carleton University's contract with Microsoft Canada Incorporated and/or the Microsoft Corporation for outsourcing e-communications to the Office 365 platform, along with all accompanying documents referenced in the contract.*

I am pleased to advise that Carleton University has revised its decision regarding your request. As such please find enclosed:

1. The requested privacy impact assessments dated July 2011 and January 2014;
2. The contract between Microsoft Canada Incorporated and Carleton University dated October 21, 2011;

Please note that the two privacy impact assessments have been slightly redacted pursuant to sections 10, 18(1)(c) and 21 of FIPPA. The redactions solely remove information that could compromise the security of the University's networks and systems if disclosed publicly. The redactions are necessary to preserve the integrity of Carleton's password and computer systems as the disclosure of the information could facilitate unlawful access to the University's system, as well as individual private accounts and information.

If you have any questions, please contact me at (613) 520-4479 or steven.levitt@carleton.ca at your convenience.

Yours truly,

A handwritten signature in black ink, appearing to read 'Steve Levitt', with a long horizontal line extending to the right.

Steve Levitt
General Counsel
Carleton University

Encl.

Cc Maria Tzimas, IPC Mediator