









Maturity Ratings					
0 Non-existent	1 Initial	2 Repeatable	3 Defined	4 Managed	5 Optimized
Processes at this level are non-existent. Nothing has been done or is planned.	Processes at this level are typically undocumented and in a state of dynamic change, tending to be driven in a ad hoc, uncontrolled and reactive manner.	Processes are repeatable, possibly with consistent results. Process discipline is unlikely to be rigorous.	Sets of defined and documented standard processes established, subject to some degree of improvement over time.	Using process metrics, management can effectively control the processes.	The focus is on continually improving process performance through both incremental and innovative technological changes or improvements.

Auto populated. Please Keep Intact!

Privacy Maturity Self Reporting Tool					
SA Delivery Site	Region	Privacy Area	Privacy Area Description	Current State Maturity	Target State Maturity
City of Kawartha Lakes	East Program Office 2 (South East)	Policies & Procedures	Writing and developing privacy documents (such as policies, procedures, standards, protocols) to outline privacy requirements, embed privacy controls within initiatives and manage privacy risks.	5	5
			For example, having formally written privacy documents that are easily accessible to employees and frequently reviewed by management for consistency, currency comprehensiveness would demonstrate a higher maturity state.		
City of Kawartha Lakes	East Program Office 2 (South East)	Privacy Risk Identification & Assessment	Developing ongoing privacy risk identification documentation and completing Privacy Impact Assessments (PIAs) and Privacy Audits to identify privacy risk and implement necessary recommendations.	4	5
			For example, having repeatable proactive processes and controls enforced that identify and accurately evaluate privacy risks would demonstrate a higher maturity state.		
City of Kawartha Lakes	East Program Office 2 (South East)	Privacy Risk Management	Documenting privacy risks and developing remediation plans to address these risks.	5	5
			For example, having formally defined processes and controls enforced that track, manage and mitigate privacy risks to experience minimal to no impact consistently would demonstrate a higher maturity state.		

Privacy Maturity Self Reporting Tool Graph (auto populated)



City of Kawartha Lakes	East Program Office 2 (South East)	Training & Awareness	Developing and facilitating trainings for employees to educate on privacy process, documents and best practices to ensure they understand how to handle and protect personal information (PI).	5	5
			For example, having a high rate of completion for role-specific and leading practice based privacy training that provides employees with core competencies and additional reference resources would demonstrate a higher maturity state.		
City of Kawartha Lakes	East Program Office 2 (South East)	Third Party Management	Managing risks associated with service provider engagement and information-sharing stakeholders, as well as liaising with them to maintain the relationship and monitor compliance.	5	5
			For example, having consistent and comprehensive contractual controls enforced with external individuals who support PI handling activities, which includes necessary communication obligations where appropriate, would demonstrate a higher state maturity.		
City of Kawartha Lakes	East Program Office 2 (South East)	Consent Management	Managing consent for the collection, use, and disclosure of sensitive information, including Personal Information (PI) and Personal Health Information (PHI).	5	5
			For example, having frequently validated privacy-by-design processes and controls that ensure appropriate levels of notice and consent (e.g., express or implied) are obtained and documented would demonstrate a higher state maturity.		
City of Kawartha Lakes	East Program Office 2 (South East)	Metrics & Reporting	Developing and reporting key privacy indicators (KPI) and performing root cause analysis for continuous improvement.	5	5
			For example, having formally defined and periodically reviewed measurable standards that enable ongoing operational analysis (e.g., possibly through the use of data governance and automation technology) would demonstrate a higher state maturity.		

				5	5
			Monitoring, reporting, and consulting with the legal team to manage privacy related issues and breaches.		
City of Kawartha Lakes	East Program Office 2 (South East)	Privacy Breach Management	For example, having robust, repeatable and vigilant privacy risk identification processes that enable immediate notification and legal management when appropriate would demonstrate a higher state maturity.	