Privacy Impact Assessment

<<project/system name>>

Prepared by: <<name, position>>

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# 1. Executive summary/introduction

# *<<Optional to* *provide a high-level summary of the PIA>>*

# 2. Project description

# *<<High level overview of the project and intended outcomes, to* *provide context for the PIA>>*

# 3. Threshold assessment

# *<<Reason(s) for doing the PIA>>*

# 4. Consultation with stakeholders

# *<<**Identify who the stakeholders are and include any consultation in preparing the PIA>>*

# 5. Information flows

# *<<Diagram/table/map showing the information flows between systems (example below)>>*

**Data Collection**

**Data Storage**

**Data Access**

**Data Retention**

# 5.1 Data collection

# *What personal information is captured?*

# *How will the personal information be collected?*

# 5.2 Data management

# *How will the personal information be stored?*

# *How will the personal information be secured/protected?*

# *Who will have access to the personal information?*

# *How can individuals request access to and/or correction of their personal information?*

# *When will the personal information be* *deleted/destroyed?*

# 6. Privacy management

# *<<Analysis of privacy risks/impacts – may like to include a table (example below)>>*

|  |  |  |  |
| --- | --- | --- | --- |
| # | Privacy Impact | Necessity/ImpactRating/ImpactResponse | Impact treatment Plan |
| 1 | Personal information will be collected without a clear purpose, which could increase the risk of unauthorised uses and disclosures. |  |  |
| 2 | Consent for collection, use or disclosure of information may not be valid. |  |  |
| 3 | Individuals may be surprised or upset by a secondary use or disclosure, resulting in privacy complaints and/or negative publicity. |  |  |
| 4 | The organisation or agency does not have basic information security standards in place. |  |  |
| 5 | Individuals are not able to easily access and correct their personal information. |  |  |
| 6 | Poor quality information may lead to inappropriate decisions that have a negative impact on the individuals concerned. |  |  |

# 7. Conclusion/recommendations

# *(To be completed by the* *ANU Privacy Office)*