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## IPOLA RESOURCE

### Applying the legislation – Information Privacy Act 2009

#### Privacy Impact Assessment (PIA)

#### Threshold Assessment Form

**This resource does not reflect the current law.**

**It highlights important changes to the *Information Privacy Act 2009*.**

**This resource does not constitute legal advice and is general in nature only. Additional factors may be relevant in specific circumstances. For detailed guidance, legal advice should be sought.**

This template is provided by the Queensland Office of the Information Commissioner (**OIC**) to support agencies identify whether a Privacy Impact Assessment (PIA) assessment and report is required. It is a guide only. You may need to adapt the template to meet your agency's needs or include additional information to address the size and complexity of your project.

This is a companion resource intended to be read in conjunction with the [Undertaking a Privacy Impact Assessment](#) guideline and other resources.

A range of PIA resources are available to support agencies meet their legislative obligations.

- IPOLA Resource – PIA Risk Consideration Resource
- IPOLA Resource – PIA Report Template
- [IPOLA Guideline – Undertaking a Privacy Impact Assessment](#)



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### 1. Agency Name

### 2. Brief description of project

Document the project's aims, its scope, any links with existing programs or proposed changes to a current program. If relevant, reference any prior PIAs were undertaken regarding a similar and/or previous program.

### 3. List of stakeholders

Document internal and external stakeholders that may have an interest in or be affected by the project.

### 4. Threshold privacy survey

Consider conducting a PIA if answering "Yes" to one or more of the following questions.

Will the project involve:	Yes	No
1. The collection, use, storage or disclosure of personal information, compulsorily or otherwise?	<input type="checkbox"/>	<input type="checkbox"/>
2. Collection of personal information from someone other than the individual the subject of the personal information?	<input type="checkbox"/>	<input type="checkbox"/>



<b>Will the project involve:</b>	<b>Yes</b>	<b>No</b>
3. The collection of sensitive information, compulsory or otherwise	<input type="checkbox"/>	<input type="checkbox"/>
4. Using or disclosing personal information that is already held by the agency?	<input type="checkbox"/>	<input type="checkbox"/>
5. A new use for personal information that is already held?	<input type="checkbox"/>	<input type="checkbox"/>
6. The linking, matching or cross-referencing of personal information across or within agencies?	<input type="checkbox"/>	<input type="checkbox"/>
7. Establishing or amending a register or database containing personal information?	<input type="checkbox"/>	<input type="checkbox"/>
8. Restricting access by individuals to their own personal information?	<input type="checkbox"/>	<input type="checkbox"/>
9. A new or changed system of regular transfer of personal information within an agency, between agencies or between an agency and another entity?	<input type="checkbox"/>	<input type="checkbox"/>
10. New or changed legislative provisions relating to personal information e.g. confidentiality or secrecy provisions; offences relating to misuse; powers of entry, search or seizure?	<input type="checkbox"/>	<input type="checkbox"/>
11. A new or amended requirement to store, secure or retain particular personal information e.g. policies or practices around access, security, disclosure or retention of personal information?	<input type="checkbox"/>	<input type="checkbox"/>
12. Creating a new identification system or extending an existing one e.g. using a number or biometric, or sighting/collecting/using existing ID like individual's driver license?	<input type="checkbox"/>	<input type="checkbox"/>
13. Disclosing personal information outside Australia?	<input type="checkbox"/>	<input type="checkbox"/>
14. Handling personal information for research or statistics?	<input type="checkbox"/>	<input type="checkbox"/>



Will the project involve:	Yes	No
15. Surveillance, tracking or monitoring of individuals' movements, behaviour or communications?	<input type="checkbox"/>	<input type="checkbox"/>
16. Any other measures that may affect personal information or which could raise other privacy concerns?	<input type="checkbox"/>	<input type="checkbox"/>

### 5. Project Officer's recommendation

A Privacy Impact Assessment is / is not needed for this project.

Project Officer's name:
Signature:
Date:

### 6. Privacy Officer's endorsement (optional)

I agree / disagree that a Privacy Impact Assessment is / is not needed for this project

Comments:
Name of Privacy Officer:
Signature:
Date:

**For additional IPOLA assistance, please contact the IPOLA team by email [IPOLA.Project@oic.qld.gov.au](mailto:IPOLA.Project@oic.qld.gov.au)**

**For information and assistance on current legislation, please refer to the OIC's guidelines, or contact the Enquiries Service on 07 3234 7373 or by email [enquiries@oic.qld.gov.au](mailto:enquiries@oic.qld.gov.au)**