**Undertaking a PIA: Threshold Privacy Assessment Form**

This is a companion to, and intended to be read in conjunction with, the Undertaking a Privacy Impact Assessment (PIA) guideline.

1. **Agency Name**

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1. **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.

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1. **List of stakeholders**

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

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1. **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? |  |  |
| 1. The collection of sensitive information, compulsory or otherwise |  |  |
| 1. Using or disclosing personal information that is already held by the agency? |  |  |
| 1. A new use for personal information that is already held? |  |  |
| 1. The linking, matching or cross-referencing of personal information across or within agencies? |  |  |
| 1. Establishing or amending a register or database containing personal information? |  |  |
| 1. Restricting access by individuals to their own personal information? |  |  |
| 1. A new or changed system of regular transfer of personal information within an agency, between agencies or between an agency and another entity? |  |  |
| 1. 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? |  |  |
| 1. 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? |  |  |
| 1. 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’s licence? |  |  |
| 1. Disclosing personal information outside Australia? |  |  |
| 1. Handling personal information for research or statistics? |  |  |
| 1. Surveillance, tracking or monitoring of individuals’ movements, behaviour or communications? |  |  |
| 1. Any other measures that may affect personal information or which could raise other privacy concerns? |  |  |

1. **Project Officer’s recommendation**

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

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| Project Officer’s name: |

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| Signature: |

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| --- |
| Date: |

1. **Privacy Officer’s endorsement (optional)**

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

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| Comments: |

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| Name of Privacy Officer: |

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| --- |
| Signature: |

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| --- |
| Date: |

*This guide is introductory only, and deals with issues in a general way. It is not legal advice. Additional factors may be relevant in specific circumstances. For detailed guidance, legal advice should be sought.*

*If you have any comments or suggestions on the content of this document, please submit them to enquiries@oic.qld.gov.au.*

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