

Privacy Impact Assessment and Report

(Capacity Building for Emerging Industries webinar series)

A Privacy Impact Assessment (PIA) process involves the following steps:

1. Conduct a threshold assessment
2. Plan the PIA
3. Describe the project
4. Identify and consult with stakeholders
5. Map the personal information flow
6. Identify the privacy risks and options to address the privacy risks
7. Respond and review

1. THRESHOLD ASSESSMENT

A Threshold Assessment was conducted resulting in the need to conduct a PIA. The initial Threshold Assessment identified the following areas that need to be addressed by a PIA:

- Collecting personal information or a new way of collecting /storing personal information

The following personal information will be collected by Associations Forum , on behalf of AgriFutures Australia, during the course of the Capacity Building for Emerging Industries webinar series in order to meet project objectives and create positive impact for rural industries and associated communities:

- First name
- Last name
- Position/title
- Organisation
- Industry
- Email
- Phone

2. PIA Plan

Aspects of the Capacity Building for Emerging Industries webinar series in-scope for this PIA:

- Collection of personal information.
- Access to personal information.
- Storage of personal information.
- Use of the personal information.

Conducting the PIA:

Laura Skipworth conducted the PIA in consultation with internal and external stakeholders. The PIA was conducted after a threshold assessment identified the need for the PIA. The PIA was conducted inline with the Capacity Building for Emerging Industries webinar series project timeline to ensure the PIA, risk management and implementation of findings could be implemented prior to personal information being collected from external stakeholders.

Stakeholder consultation:

Internal AgriFutures Australia stakeholders:

- Louise Heaslip
- Nicole Legovich
- Gerard McTaggart
- Erin Hulm
- Michael Beer

- Abbey O'Callaghan

External stakeholders

- Kathy Nguyen – Associations Forum

PIA implementation:

The implementation of the outcomes of this PIA will continue throughout the entirety of the Capacity Building for Emerging Industries webinar series and continue until all elements of the project have ceased.

3. PROJECT DESCRIPTION

Project: Capacity Building for Emerging Industries webinar series

Roles and responsibilities:

Project leads:

- Laura Skipworth – AgriFutures Australia (Manager, Emerging Industries)
- Abbey O'Callaghan – AgriFutures Australia (Coordinator, Capacity Building)
- Angela Wakeman – AgriFutures Australia (Manager, Capacity Building)
- Kathy Nguyen – Associations Forum

Project scope:

The project will deliver a series of online training programs and associated resources with an overall objective of increasing the capacity of the AgriFutures emerging industries. Project delivery will be separated into two parts.

- Part One will be targeted at those industries who do not have an established industry association, with an aim to equip participants with the knowledge, skills and resources to begin the process of forming an industry association.
- Part Two will be targeted at those industries who have an established industry association, with an aim to strengthen association operations and engagement with stakeholders to facilitate further industry growth.

Privacy elements:

Personal information will be collected from participants in relation to their attendance at the capacity building webinars and follow up sessions with participants.

This will include:

- First name
- Last name
- Position/title
- Organisation
- Industry
- Email
- Phone

Information is collected to facilitate the capacity building program and to ensure participants remain in the AgriFutures Emerging Industries Program network whilst relevant and interested.

4. STAKEHOLDERS

Stakeholder consultation

The PIA stakeholder consultation process was conducted in the critical planning phase of the Capacity Building for Emerging Industries webinar series project, in order to collect and store personal information according to best practice, whilst minimising risk to members of the public and AgriFutures Australia.

Internal stakeholder consultation:

Legal; Erin Hulm

- Reviewed and deemed the Privacy Policy of Associations Forum appropriate and in alignment with the AgriFutures Australia's Privacy Policy.
- Provided the standard AgriFutures Australia template for the Joint Privacy Collection Notice.
- Reviewed and deemed the registration form used by Associations Forum appropriate and in alignment with the AgriFutures Australia's Privacy Policy and the Privacy Act.

Information Technology; Nicole Legovich & Gerard McTaggart

- Reviewed data storage information provided by Associations Forum and deemed acceptable to AgriFutures Australia.

Governance; Lousie Heaslip

- Privacy training was implemented by AgriFutures Australia, Salinger Privacy, educate all AgriFutures Australia staff on how to collect, store and dispose of personal information that is collected during the execution of organisational programs and projects
- Louise is also the organisation's Privacy Officer and approved the initial Threshold Assessment

Records Management; Laura Skipworth

- Provided insight into the use of collected personal information.

External stakeholders:

Associations Forum ; Kathy Nguyen

- Provided details of how Associations Forum collect, store and access their data and personal information.

5. PERSONAL INFORMATION FLOW

1. Participant signs up for their desired webinar through Associations Forum website (custom built registration form specifically for the AgriFutures Australia webinar series).
2. Associations Forum contact registered participants with details they require to login to the webinar.
3. Upon registration, participants will be required to agree to the AgriFutures Australia and Associations Forum joint privacy collection statement. The joint collection statement used is the standard AgriFutures Australia joint collection statement. Information will only be disclosed and used in accordance with this collection statement.
4. Associations Forum will store personal data to provide future assistance to participants. Associations Forum store data securely within Australia.
5. Associations Forum provide all data collected in the sign up form to AgriFutures Australia. This information will be used to follow up attendance with registered and potential participants, to ensure the project has the best chance to provide benefit to industries.
6. When the data is received by AgriFutures Australia, the data will be stored in the CRM (once implemented). The data will be stored securely and hosted within Australia.
7. Access to information will be limited to those who require the data to perform their duties.
8. Participants will be able to request that their details be updated or unsubscribed at any time through contacting AgriFutures Australia and/or Associations Forum.

6. PRIVACY IMPACTS & MITIGATION

Risk	Mitigation
Personal information not being used for the purpose it was collected.	<p>A collection notice will be included at the point of collection notifying potential users how their data will be used. AgriFutures staff will comply with this and will seek permission to contact users for any purpose not covered by the collection notice.</p> <p>Ensure only the required personal information is collected to successfully carry out the project.</p> <p>Briefing staff on how information is provided to Associations Forum is to be stored, accessed and used.</p>
Personal information being able to be accessed by people outside of AgriFutures Australia and Associations Forum .	<p>Privacy clauses are included in the services agreement with Associations Forum to ensure Associations Forum comply with the AgriFutures Privacy Policy and Applicable laws.</p> <p>While every precaution is taken to secure the data, should a breach occur, AgriFutures Australia will follow their Data Breach Response Plan.</p> <p>Data is password protected at Associations Forum.</p>
Personal information being misused by third-party agencies or stored outside of AgriFutures Australia and Associations Forum .	<p>Privacy clauses are included in the services agreement with Associations Forum to ensure Associations Forum comply with the AgriFutures Privacy Policy and Applicable laws.</p> <p>Erin Hulm (Manager, Legal Services – AgriFutures Australia) has reviewed the Associations Forum privacy policy and deemed acceptable to AgriFutures Australia.</p> <p>The security measures implemented by Associations Forum have been assessed and found acceptable to AgriFutures Australia.</p>

	Written confirmation received from Associations Forum that personal data will not be disclosed to a third party.
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7. Respond and review

<p>Actions taken to ensure data collected for the storage in the Capacity Building for Emerging Industries webinar series is treated in line with the Privacy Principles.</p> <p>This PIA will be reviewed throughout the project to ensure that any additional privacy aspects that arise are properly addressed.</p>
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Document Information

Date PIA completed:	17/05/2021
Status:	Complete
Prepared by:	Laura Skipworth
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Email:	Laura.skipworth@agrifutures.com.au

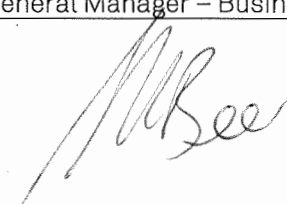
Endorsement and approval

Project manager:

I recommend the project proceeds as proposed in this document.

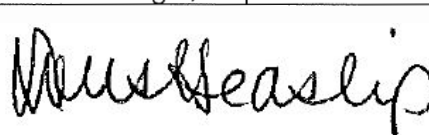
Name:	Laura Skipworth		
Position:	Manager, Emerging Industries		
Signature		Date:	17/05/2021

The following officer/s have endorsed this document:

Name:	Michael Beer		
Position:	General Manager – Business Development		
Signature		Date:	18/5/21

Project Executive/privacy officer/senior management:

I agree to the project proceeding as proposed in this document.

Name:	Louise Healsip		
Position:	General Manager, Corporate		
Signature		Date:	19.05.2021