

Privacy Impact Assessment and Report

PRO-016159- Monitoring and Evaluation Framework & Design – Producer Technology Uptake Program

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
7. Identify options to address the privacy risks
8. Respond and review

1. Conduct a Threshold Assessment

A threshold assessment was conducted resulting in the need to conduct a PIA being approved. 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
- Disclosing personal information to another agency, a contractor, private sector or the public

The following personal information will be collected during the course of the AgriFood Innovation project in order to meet project objectives and create positive impact for rural industries and associated communities.

- Email address
- Age range (not DOB or specific age)
- Gender
- Producer group name

2. Plan the PIA

The PIA will be undertaken by the Manager, Innovation with support from the Manager, Governance and Compliance.

The PIA will be undertaken during the week commencing 05/09/2022 and will be completed prior to the dissemination of the surveys. The PIA was conducted after a threshold assessment identified the need for the PIA to ensure the PIA, risk management and implementation of findings could be implemented prior to personal information being collected from external stakeholders.

The Manager, Innovation and the Manager, Governance and Compliance have discussed the level of personal information being collected as part of the surveys, which includes:

- Email address
- Age range, not DOB or specific age
- Gender
- Producer group name

Information/data will only be displayed 'matched' for internal purposes i.e evaluating and reporting on the delivery of the program, decision making around future investments. Un-matched data will be published throughout the year via AgriFutures channels for the purpose of demonstrating program benefit, sharing learnings and encouraging engagement.

The information will be collected via Survey Monkey, exported and stored in AgriFutures Australia's Sharepoint. There is the possibility that some un-matched data will be shared in the future with external stakeholders e.g. DAFF, State agricultural departments etc. for the purpose of informing delivery of initiatives aimed at benefiting Australian producers.

During the trial/development phase of the M&E framework the data will also be accessible by agdots who are a third-party service provider contracted to deliver the development and testing. The data handling process is detailed below:

- All data will be stored on survey monkey and raw data will be uploaded to the scorecard web app (which is in development). Ownership of the surveys (and result data) and the scorecard will be handed over to Agrifutures as part of the final contract milestone. Ag Dots will have no access to the data or platforms after this point.
- Just for clarity on the scorecard web app - the data will be encrypted and the app set-up as single access only. While it is being developed and tested it will be hosted on a temporary domain and then transferred over to Agrifutures domain at the final milestone.
- During the transfer of data between survey monkey and the scorecard web app the raw data will be exported to a temporary csv file (which will be stored agDots local drive) so it can be uploaded to the scorecard. Ag Dots will then dispose of this information contained in the temporary files, once the upload process has been completed.
- Ag Dots personnel who will have access to data for purposes of developing the M&E outcomes of our contract with Agrifutures contract: Sue Middleton, Hellene McTaggart, Elizabeth Brennan and Andrew Skinner.

Internal stakeholder consultation:

- Emma Harbison- Coordinator, Rural Futures
- Michael Beer - General Manager Business Development
- Jess Grant - Manager, Governance and Compliance

External stakeholder consultation

Third party consultants engaged to deliver the work - agdots t/a Carramarra PL as Trustee for Killarney Trust

3. Describe the project

Comment below:

Who is responsible for the project:

Project: PRO-016159 Monitoring and Evaluation Framework & Design – Producer Technology Uptake Program
Program Manager: Ulicia Raufers Manager, Innovation
Emma Harbison -Coordinator, Rural Futures
Jess Grant - Manager, Governance and Compliance

What will the project deliver/achieve:

The project will deliver the design and development of program level monitoring and evaluation for the Producer Technology Uptake Program and pilot the M&E framework and apply any further refinements from the pilot stage.

The project will deliver monitoring and evaluation data that will be used to identify additional program development pathways for the AgriFood Innovation Producer Technology Uptake Program. The resultant data will be used to report both internally and externally on the delivery of the program and inform ongoing program delivery.

4. Identify and consult with stakeholders

Detail stakeholder consultations below:

Internal stakeholder engagement:

- Manager, Governance and Compliance, Jess grant, consulted to review the PIA threshold form and identify course of action through the PIA. Ongoing support provided through the PIA process.
- General Manager, Business Development- Michael Beer. Consulted to understand the data requirements for the AgriFutures Board and DAFF reporting.

External stakeholder engagement:

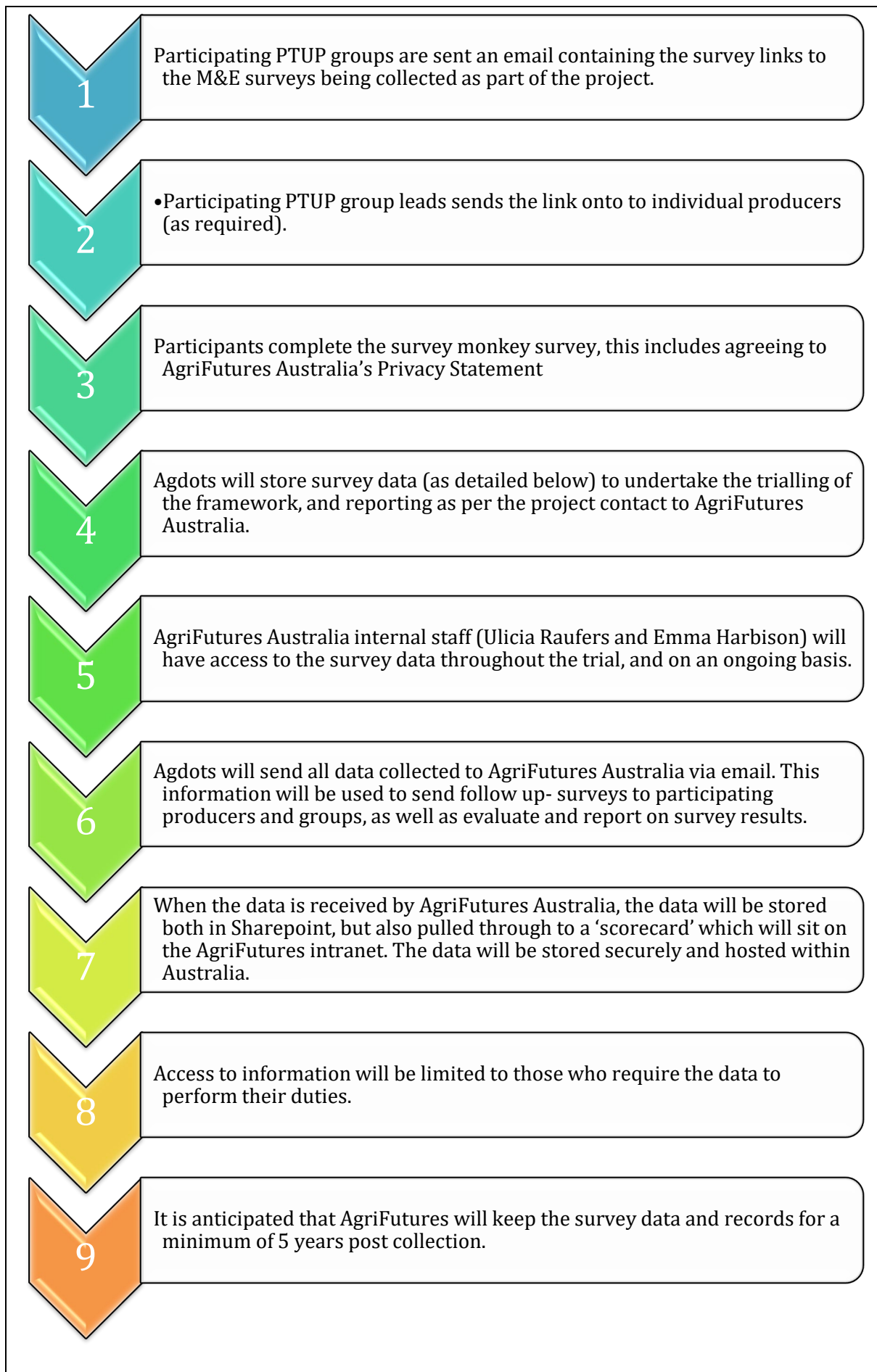
- Third party consultants engaged to deliver the project agdots t/a Carramarra PL as Trustee for Killarney Trust. Consultation to understand the data collection requirements as well as data handling processing to be undertaken by them during the design and testing phase.

5. Map the personal information flow

Comment below:

Describe what personal information is involved in the project and how it will flow through the agency's systems and processes as a result of the output or deliverable to be produced by the project.

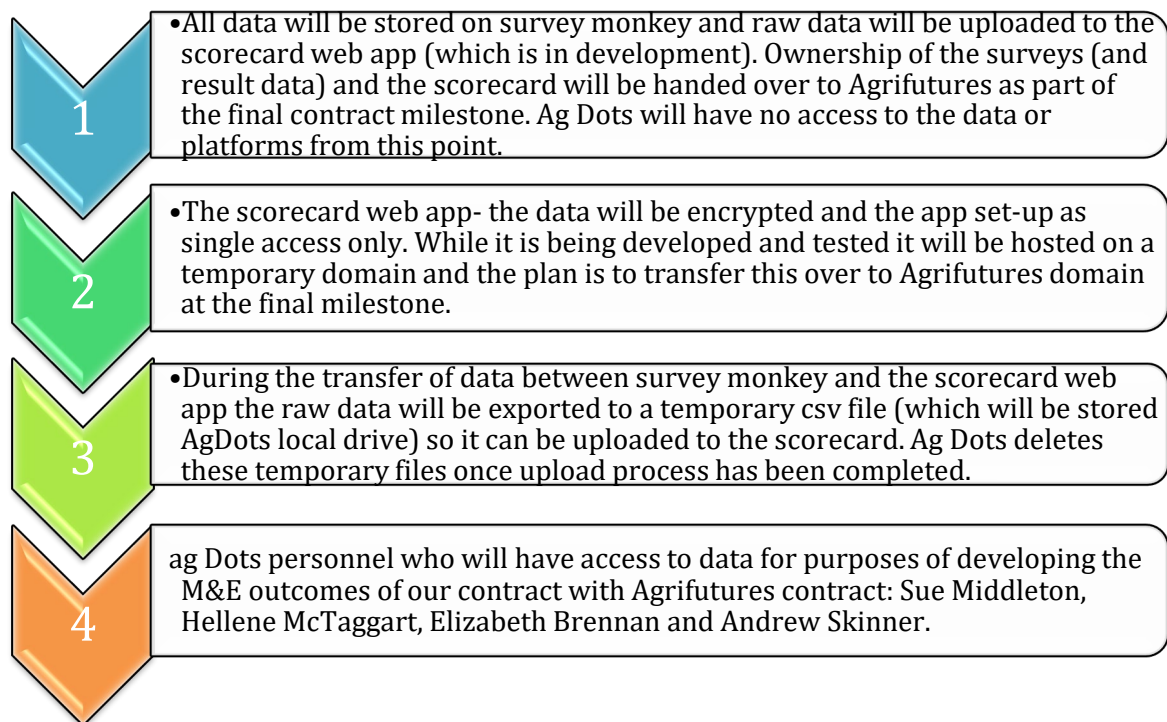
Internal Information Flow:



External stakeholders: Third party consultants engaged to deliver the work - Agdots t/a Carramarra PL as Trustee for Killarney Trust.

Information flow from Agdots during trial:

During the trial/development phase of the M&E framework the data will also be accessible by Agdots who are a third party contracted to deliver the development and testing. The data handling process is detailed below:



6. Identify the privacy impacts

Comment below:

<i>Risk</i>	<i>Mitigation</i>
Personal Information not being used for the purpose it was collected.	<p>A collection notice will be included at the point of collection (survey) notifying potential users how their data will be used. AgriFutures staff will comply with this and will seek permission to contact users for any purposes 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 agdots is to be stored, accessed and used.</p>
Personal information being able to be accessed by people outside of AgriFutures Australia and agdots.	<p>Privacy clauses are included in the provider agreement with agdots to ensure agdots comply with the AgriFutures Australia Privacy Policy and applicable laws.</p>

	While every precaution is taken to secure the data, should a breach occur, AgriFutures Australia will follow their Data Breach Response Plan.
Personal Information being misused by a third-party agencies or stored outside of AgriFutures Australia and agdots.	<p>Privacy clauses are included in the provider agreement with agdots to ensure agdots comply with the AgriFutures Australia Privacy Policy and applicable laws.</p> <p>The security measures implemented by agdots have been assessed and found acceptable to AgriFutures Australia.</p> <p>Written confirmation received from agdots that personal data will not be disclosed to a third party and will be destroyed at the completion of the contract period.</p>

Dealing with Risk

Comment on results of risk matrix below: Insignificant Consequence and Unlikely Likelihood – Low (2) Risk Rating, due to the deidentified data use, and minimal collection of personal information.

Privacy Risk Assessment Matrix (Relative Severity of Risk)

Consequences					
Likelihood	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
5 Almost Certain	S	H	H	E	E
4 Likely	M	S	H	E	E
3 Possible	L	M	S	H	H
2 Unlikely	L	L	M	S	H
1 Rare	L	L	L	M	S
Risk Rating	Risk score	Description			
E	(9-10)	Extreme risk – Generally not tolerated, requires risk transfer or discontinuation of activity/risk.			
H	(7 – 8)	High risk – Avoid where possible, if unavoidable likely to require strict management in the form of risk action plans and formalised reporting.			
S	(6)	Significant risk – Likely to require formal monitoring and management by the Leadership Team Team.			
M	(5)	Medium risk – Likely to require day to day management oversight.			
L	(2-4)	Low risk – Generally accepted with minimal ongoing review.			

8. Respond and review

Actions taken to ensure data collected for storage in the Monitoring and Evaluation Framework & Design project is treated in line with the Privacy Principles.

This PIA will be reviewed throughout the project to ensure that any additional privacy aspects that arise are properly addressed.


Document Information

Date PIA completed:	12.09.2022
Status:	To be reviewed
Prepared by:	Ulicia Raufers
Position:	Manager, Innovation
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Endorsement and approval

Project manager:

I **recommend** the project proceeds as proposed in this document.

Name:	Ulicia Raufers		
Position:	Manager, Innovation		
Signature		Date:	19/09/2022

The following officer/s have **endorsed** this document:

Name:	Michael Beer		
Position:	GM Business Development		
Signature		Date:	20/09/2022

Project Executive/**privacy officer**/senior management:

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

Name:	Jessica Grant		
Position:	Manager, Governance and Compliance (Privacy officer)		
Signature		Date:	21.09.2022