

Privacy Impact Assessment and Report

Producer Technology Uptake Program – Program Feedback Form

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

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

- Individual name, email address and or phone number
- 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 25/09/2023 and will be completed prior to the dissemination of the feedback form. 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:

- Individual name, email address and or phone number
- Producer group name

Information/data will only be displayed 'matched' for internal purposes i.e responding to queries and feedback, evaluating and reporting on the delivery of the program, decision making around future investments.

The information will be collected via a feedback form on the AgriFutures website. The form contents are then directly emailed to ulicia.raufers@agrifutures.com.au to respond to/action.

The data handling process is detailed below:

- All data will be stored in the backend of the AgriFutures website with website developers, Efront. The personal contact details are optional. If a respondent includes their mobile number in the form, it will be stored in the website wordpress tables on Efront's servers and sent via email / crm submission as outlined above to Ulicia Raufers.
- Ownership of the respondent data sits with AgriFutures Australia. Anyone within AgriFutures with system admin access (including the website developers) have access to the data but the data will only be accessed if needed for the sole purpose it was collected.
- The respondent data is hosted on Efront's server. It is AUS at the Digital Pacific international data centre in Sydney (where all of AgriFutures' website data is stored).

Internal stakeholder consultation:

- Emma Harbison- Coordinator, Innovation
- Ulicia Raufers – Manager, Innovation
- Harriet Mellish – General Manager, Global Innovation Networks
- Jess Grant - Manager, Governance and Compliance

3. Describe the project

Comment below:

Who is responsible for the project:

There is not a formalised project for this data collection. The request to create a feedback form was raised internally around exposure to those who might not have received project surveys. Ulicia Raufers – Manager, Innovation is responsible for the feedback form.

What will the project deliver/achieve:

This feedback form will deliver feedback on program design, individual program elements, eligibility, program activities, and individual producer involvement.

4. Identify and consult with stakeholders

Detail stakeholder consultations below:

Internal stakeholder engagement:

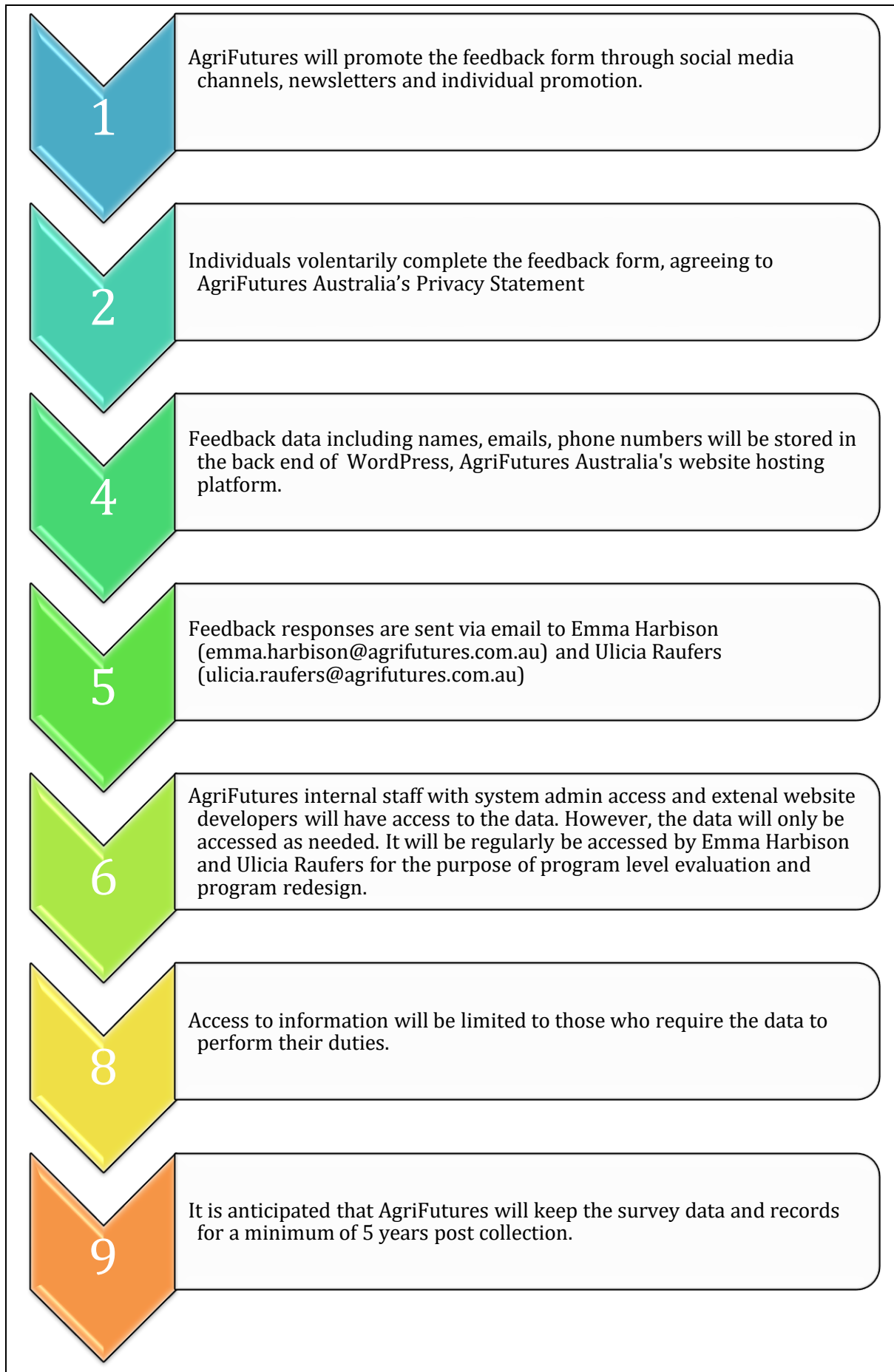
- Manager, Governance and Compliance, Jess Grant, consulted to review the PIA threshold form and identify course of action through the PIA. Ongoing support provided through the PIA process.
- General Manager, Global Innovation Networks – Harriet Mellish. Consulted to understand the feedback requirements from AgriFutures Australia's Board Chair.

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:



6. Identify the privacy impacts

Comment below:

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 (feedback form) 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 program redesign needs.</p> <p>Brief staff on how information is to be stored, accessed and used.</p>
Personal information being able to be accessed by people outside of AgriFutures Australia and Efront (web developers)	<p>Privacy clauses are included in the provider agreement with Efront to comply with the AgriFutures Australia 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>
Personal Information being misused by a third-party agencies or stored outside of AgriFutures Australia and Efront (web developers)	<p>Privacy clauses are included in the provider agreement with Efront to ensure Efront comply with the AgriFutures Australia Privacy Policy and applicable laws.</p> <p>The security measures implemented by Efront have been assessed and found acceptable to AgriFutures Australia.</p> <p>Written confirmation received from Efront 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)

Likelihood	Consequences				
	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 feedback form is treated in line with the Australian Privacy Principles, and AgriFutures policies.

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

Document Information


Date PIA completed:	4.10.2023
Status:	To be reviewed
Prepared by:	Ulicia Raufers
Position:	Manager, Innovation
Email:	Ulicia.raufers@agrifutures.com.au

Endorsement and approval


Project manager:

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

Name:	Ulicia Raufers
Position:	Manager, Innovation


Signature		Date:	10/10/2023
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The following officer/s have **endorsed** this document:

Name:	Harriet Mellish		
Position:	General Manager - Global Innovation Networks		
Signature		Date:	12/10/2023

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:	11/10/2023