



Threshold privacy assessment

1. Project name

Power BI HR Dashboard

2. Brief description of project

Outline what the project will deliver, what it will achieve, and who is responsible for the project.

This project aims to modernise the way in which reports and HR data are provided and to manage workforce information more efficiently to support decision makers. No new data will be collected, and existing data will be de-identified and used in aggregate form only.

3. Description of the information

Provide a brief description of the personal information that will be collected and handled (for example - name, date of birth, contact information, identity information, health information, financial details, etc).

Personal information is any information about an individual who is or can reasonably be identified.

Information covering

- Gender
- Age
- Cultural heritage
- Disability
- Health incidents related to the workplace (no detail, just the type of incident)
- Classification
- Work location (state or territory)
- Salary range

will be available but only in aggregated and de-identified form.

No information about an individual who is or could reasonably be identified will be used or disclosed.

4. Threshold privacy assessment

The checklist below will help you decide whether your project may have significant privacy implications. A PIA is recommended if you answer “**Yes**” to any of the following questions.

Will the project involve:	Yes	No
1. Collecting personal information or a new way of collecting personal information? (including from a new or existing source)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Using personal information to make decisions or take action against individuals in ways which can have a significant impact on them? (for example, whether to receive a service or benefit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Collecting personal information in a way that might be perceived as being intrusive? (for example, camera surveillance, drones or biometric scans)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Using personal information already held by the agency for a purpose other than how it is currently used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Disclosing personal information to another agency, a contractor, the private sector or to the public?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. An exchange of personal information between agencies?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Engaging a contracted service provider to deal with personal information in any way for the agency? Or will the contracted service provider transfer personal information to the agency or provide services to a third party for the agency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Linking, matching or cross-referencing of personal information across or within the agency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Using personal information for research or statistics?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. A new or changed way of transferring personal information between agencies or between an agency and another entity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. New or changed legislative provisions that impact how the agency will collect, use or disclose personal information?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. A new way or increased costs for individuals to access their own personal information?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. A change in the way personal information is stored or secured? (for example, a cloud-based storage system)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14. A new or amended process for verifying an individual’s identity?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Transferring personal information outside Australia at any stage? (for example, publishing information to a website or through use of cloud-based services or online surveys)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Using de-identified information that could be matched with another dataset (or publicly available information) and enable individuals to be identified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Any other activity that could impact on the community’s reasonable expectations of privacy? If yes, please detail:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. Project manager

I recommend that a Privacy Impact Assessment is not needed for this project.

Prepared by:	Manager, HR Projects
Date:	22 May 2020

6. Privacy Officer

I support that a Privacy Impact Assessment is not needed for this project

Position:	Director, Governance and Risk
Date:	22 May 2020