



## Privacy Threshold Assessment

### Project Details

Project name	Geoscience Australia Colouring Competition
Business owner	Director, Communications
Threshold assessment drafter	Communications Account Officer
Description of the project	<p>The Geoscience Colouring Competition (Competition) is a local, small-scale competition designed to increase engagement during the Geoscience Australia pop-up stall at the Canberra Centre event (Event) during National Science Week, 13-14 August 2022. It is a new project. Personal information will be collected on the back of the colouring sheet. This personal information will be collected purely for the purpose of contacting the winners and posting prizes.</p>
Types of personal information being handled as part of the project	<p>Personal information that will be collected as part of the Competition will include the following:</p> <ul style="list-style-type: none"><li>• name of the entrant</li><li>• age of the entrant</li><li>• phone number of the entrant (or of a parent/guardian if the entrant is under 18)</li><li>• email of the entrant (or of a parent/guardian if the entrant is under 18)</li><li>• postal address of the entrant (or of a parent/guardian if the entrant is under 18)</li></ul> <p>It is expected that many entrants will be children. Contact details are being requested for a parent/guardian for persons under 18 to reduce the collection of personal information of children who are more vulnerable than adults.</p> <p>No sensitive personal information will be collected.</p>
What is the purpose of handling the personal information?	<p>Personal information will only be used by Geoscience Australia to identify and contact the winners of the Competition, as well as to send prizes by mail. All personal information will be destroyed following the Competition.</p> <p>Controls which are relevant to the handling of this data to minimise the privacy risk include that:</p> <ul style="list-style-type: none"><li>• The colouring competition will be printed on thick paper preventing any personal information written on the back of the entry from showing through on the front.</li><li>• Competition entries will be stored in a sealed box during the Event and will be transported to Geoscience Australia by Geoscience Australia staff.</li></ul>

	<ul style="list-style-type: none"> <li>• All staff involved in the handling of Competition entries will be briefed on secure handling of private information.</li> <li>• Where the entrant/parent/guardian provides permission, entries may be displayed at the Event ensuring that the back of the entry form (which contains the personal information) is not visible. These entries will be moved to the sealed box at the end of each day.</li> <li>• Following the Event, entries will be stored at Geoscience Australia in a closed cabinet until the end of the Competition period, COB 31 August 2022. Entries submitted by alternative means (including posting to or dropping off to the Geoscience Australia building) will also be stored securely in the same way. Scanned entries may also be sent to <a href="mailto:events@ga.gov.au">events@ga.gov.au</a>. This email is only accessible by a small number of staff.</li> <li>• Entries will be judged by 3 Geoscience Australia staff. Following judging, winners will be contacted by phone or email using the personal information provided. Prizes will then be posted to the address provided.</li> <li>• Following the end of the competition, all non-winning entries will be securely disposed of via classified waste. Winning entries will have personal information de-identified by blacking out personal information on the back of the entry form, once prizes have been received.</li> </ul>
Stakeholders	<p>Geoscience Australia staff: Staff volunteering during the Event and those responsible for running the Competition.</p> <p>Public: Members of the general public attending the Event and entering the Competition.</p>

## Part 1: Personal information handling

### Does the project involve new or changed ways of handling personal information?



**Yes** Complete Part 2 of the assessment below.



**No** It is not necessary to complete a privacy impact assessment (PIA). Record the decision at Part 3 and file this assessment with the Privacy Officer.

## Part 2: Determining potential for a high privacy risk

Consider the following questions and record each answer as 'yes', 'potentially' or 'no'. The purpose of these questions is to help you screen for factors which point to the potential for a high privacy risk project. It's important to note that these questions are non-exhaustive, and you should also consider whether there are any other relevant factors that may indicate that your project is a high privacy risk project.

Will the project involve:	Yes	Potentially	No
<b>Handling large amounts of personal information?</b> <i>Consider the amount of personal information and the number of individuals that will be impacted by your project. Even if you consider that each individual will only have a small chance of suffering a negative impact, handling personal information on a large scale can increase the privacy risk associated with your project. You should also consider whether your project will result in significant increases in the volume of personal information being handled through new or existing channels.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Handling sensitive personal information?</b> <i>Sensitive personal information includes, but is not limited to, information about an individual's racial or ethnic origin, political opinions, religious beliefs or affiliations, criminal records, sexual preferences or practices, biometric information, health information and genetic information.</i> <i>The privacy risk associated with your project can increase if sensitive information is involved given the potential for adverse consequences for an individual, or those associated with the individual, if it is mishandled (for example, discrimination, mistreatment, humiliation or embarrassment).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Sensitivities based on the context in which the project will operate?</b> <i>Consider the context and circumstances surrounding the project. Are there prior concerns over this type of handling or activity? Is the project likely to have community support? Is the handling of personal information novel in any way? What is the current state of technology in this area and has there been any previously identified security or technology flaws? Are there any current issues of public concern that you should factor in? What is the nature of your relationship with individuals that may be impacted by the project? How much control will they have over the handling of their personal information? Would they expect you to use their personal information in this way?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Handling personal information in a way that could have a significant impact on the individuals concerned?</b> <i>Consider the potential consequences for the individuals concerned. For example, negative impacts on physical and mental wellbeing, reduced access to public services, discrimination, financial loss or identity theft.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Disclosing personal information outside of your entity?</b> <i>Consider whether your project will involve sharing personal information with another entity, organisation or to any individuals other than the individual to whom the information relates. This might include the use of contractors or sub-contractors. Also consider whether your project will require the disclosure of personal information overseas.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Will the project involve:</b>	<b>Yes</b>	<b>Potentially</b>	<b>No</b>
<p><b>Handling personal information of individuals who are known to be vulnerable?</b></p> <p><i>Consider whether the activity may have greater sensitivities or disproportionate impacts on vulnerable populations and certain groups of individuals. This could include children and seniors, people with impaired intellectual or physical functioning, people who are not native speakers of the local language, people with low levels of literacy or education, people from a low socio-economic background, people experiencing financial hardship, people who are Aboriginal or Torres Strait Islanders.</i></p> <p><i>An individual's circumstances, or the increased power imbalance between the individual and an entity, may mean, for example, they are unable to easily consent to, or oppose, the handling of their personal information, understand its implications, or exercise control over their personal information.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Using or disclosing personal information for profiling or behavioural predictions?</b></p> <p><i>This includes valuation or scoring, profiling and predicting (including in relation to economic situation, health, personal preferences or interests, reliability or behaviour, location or movements).</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Using personal information for automated decision-making?</b></p> <p><i>This might include the use of artificial intelligence technologies or data analytics techniques on personal information to produce insights for policy-making or improved service delivery. It might also include using automated decision-making to make decisions that affect the rights, entitlements and opportunities of an individual.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Systematic monitoring or tracking of individuals?</b></p> <p><i>For example, the introduction or enhancement of a surveillance system, the monitoring of communications, tracking an individual's geolocation or behaviour.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Collecting personal information without notification to, or consent of, the individual?</b></p> <p><i>This might include collecting personal information about an individual from a third party without the individual's knowledge or consent. It might also include collecting personal information compulsorily under an existing, or proposed, legislative authority.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Data matching (linking unconnected personal information)?</b></p> <p><i>For example, a new data matching program combining, comparing or matching personal information obtained from multiple sources.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p><b>Any other relevant factors that may have a significant impact on the privacy of individuals?</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Part 3: Decision & declaration

If you have answered 'Yes' or 'Potentially' to any of the questions in Part 2, a PIA should be completed. If you are uncertain as to whether you have considered all relevant risks, you are strongly encouraged to seek support from the Privacy Officer to ensure your assessment is thorough and complete. If still unsure, err on the side of caution and conduct a PIA.

Based on your answers above, is a PIA required?

**Yes** Yes, there are (or potentially are) high privacy risk elements to this project.

**No** No, a PIA is not necessary. The project does not carry any high privacy risks.

Whilst the personal information of child entrants will be collected, the following protections are in place:

- contact information for parents or guardians will be requested rather than child entrants; and
- personal information will be stored securely at all times; and
- personal information will only be used for the purposes of contacting competition winners; and
- personal information will be destroyed at the conclusion of the competition.

No sensitive personal information will be collected and in the event of unauthorised use or disclosure of the information, the risk of serious harm to any individual is unlikely.

The only personal information that will be publically disclosed is the first name of winners.

---

#### Business owner sign-off

Position	Chief Human Resources Officer	Date	12/8/2022
----------	-------------------------------	------	-----------

#### Privacy Officer sign-off

Position	Director Engagement, Commercial and Legal	Date	12/8/2022
----------	---	------	-----------