Privacy Threshold Assessment

Project Details

Project name	Science Evaluations 2021–22: Capabilty and Capacity Deep Dive
Business owner	Science Evaluations Coordinator
Threshold assessment drafter	Science Evaluations Coordinator
Description of the project	The Science Evaluations 2021–22 aims to evaluate the quality, capability and relevance of our science to support the delivery of Strategy 2028. The Science Evaluations were first undertaken in 2015–16 and are now planned to occur every 5 years.
	As part of this project, we plan to undertake a Scientific Capability and Capacity Deep Dive, which will aim to take stock of our capability and capacity at Geoscience Australia and how we are placed to meet our strategic targets.
	The deep dive will request the entity's sections, directorates or teams complete a spreadsheet about the team members' capabilities, capacities, broad work classification (APS, EL, or SES) and length of experience in science, technology, engineering and mathematics (STEM).
Types of personal information being handled as part of the project	Personal information will be collected about work capability and capacity, broad work classification (APS, EL, or SES) and length of experience in STEM.
	A representative of the section, directorate or team is requested to provide their name as a point of contact.
	No sensitive information is being captured and participation is voluntary (though strongy encouraged). A collection notice will be provided in advance to all participants.
	Information will be collected in Microsoft Excel, and saved in a private SharePoint group, with only the Science Evaluations Team (~4–5 Geoscience Australia staff) granted access. Each spreadsheet will be accessible only to the respective section, directorate or team completing it and the Science Evaluations Team.
	Whilst there is a risk that the information provided in its raw form could be identifiable, even if no name is provided, by a person with knowledge of a team's composition, the risk of serious harm to any individual should this occur is unlikely.
What is the purpose of handling the personal information?	The Steering Committee (composed of Geoscience Australia Chiefs) and CEO may be provided with collated results that may have potentially identifiable personal information.

	The personal information will be analysed and presented as de-identified results to Geoscience Australia staff and external panellists. A report containing de-identified data may also be made available to other external stakeholders such as government STEM organisations.
	The de-identified data will help inform the evaluation panels about how the entity is placed to achieve its strategic targets.
Stakeholders	- CEO, Chiefs - Senior Leadership Teams - Geoscience Australia staff - External evaluation panellists - Government organisations

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 you 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
Handling large amounts of personal information? *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.*	☐	☐	☑
Handling sensitive personal information? *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.* *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).*	☐	☐	☑

Will the project involve:	Yes	Potentially	No
Sensitivities based on the context in which the project will operate?	☐	☐	☑
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?			
Handling personal information in a way that could have a significant impact on the individuals concerned?	☐	☐	☑
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.			
Disclosing personal information outside of your entity?	☐	☐	☑
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.			
Handling personal information of individuals who are known to be vulnerable?	☐	☐	☑
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.			
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.			
Using or disclosing personal information for profiling or behavioural predictions?	☐	☐	☑
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).			

Will the project involve:	Yes	Potentially	No
Using personal information for automated decision-making? *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.*	☐	☐	☑
Systematic monitoring or tracking of individuals? *For example, the introduction or enhancement of a surveillance system, the monitoring of communications, tracking an individual's geolocation or behaviour.*	☐	☐	☑
Collecting personal information without notification to, or consent of, the individual? *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.*	☐	☐	☑
Data matching (linking unconnected personal information)? *For example, a new data matching program combining, comparing or matching personal information obtained from multiple sources.*	☐	☐	☑
Any other relevant factors that may have a significant impact on the privacy of individuals?	☐	☐	☑

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.

Business owner sign-off

Position	Date
Science Evaluations Coordinator, Office of the Chief Scientist	2/07/2021

Privacy Officer sign-off

Position	Date
Director, Governance	2/07/2021