

# Privacy Impact Assessment and Report

## CRSPI Conference 2020

### 1. 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

To address the collection, storage, access, use and disposal of personal information that is collected from external stakeholders during the execution of the CRSPI project.

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

- Name
- Organisation
- DOB
- Post code
- Phone number
- Email
- Dietary requirements

### 2. PIA PLAN

Aspects of CRSPI in-scope for this PIA:

- Personal information collected from delegate event registration platform (tickets purchased)

Conducting the PIA:

Laura Skipworth conducted the PIA in consultation with internal and external stakeholders. The PIA was conducted after a threshold assessment identified the need for the PIA inline with the CRSPI project timeline to ensure the PIA, risk management and implementation of findings could be implemented prior to personal information being collected from external stakeholders.

Stakeholder consultation:

Internal AgriFutures Australia stakeholders

- Louise Heaslip
- Nicole Legovich
- Lauren Sharkey
- Erin Hulm
- Lucinda Staley

External stakeholders

- Sauce Communications, event management consultants
- Eventbrite, tickets sales platform and key information collection point

PIA implementation:

The implementation of the outcomes this Privacy Risk Assessment will continue throughout the entirety of the 2020 CRSPI Conference event and continue into any subsequent CRSPI events.

### 3. The project

Project: CRSPI Conference 2020

**Roles and responsibilities:**

Lucinda Staley – Research Manager

Lauren Sharkey – Manager, Communications and Capacity Building

Anwen Lovett – CRSPI Manager

Sauce Communications team:

- Jessica Skilbeck
- Angela Wakeman
- Dee Wilkes-Bowes

**Scope:**

Climate Research for Primary Industries (CRSPI) is a joint initiative of the Rural Research and Development Corporations, the State and Northern Territory governments, the Australian Department of Agriculture and Water Resources, and the CSIRO.

CRSPI brings together people from across a wide range of commodity sectors, primary producers, governments, research investors and researchers to arm attendees with the latest climate related information and strategies for the agricultural sector.

The 2020 CRSPI Conference program will address a number of topics with the key streams including domestic and international perspectives on climate change, how the industry can and will work towards “net zero” emissions, climate adaption, an update on the latest research, development and extension projects, and a showcase of carbon innovation and technology. The program will also host producer discussions and perspectives, while exploring how concepts can be practically applied on the ground.

**Project objectives:**

The overarching goal for CRSPI is to increase industry resilience and preparedness to adapt to our changing and variable climate and mitigate emissions from the sector. The 2020 CRSPI Conference will provide information to help people in the primary industries understand what are the facts, what is being done and what more individuals can do.

### 3. Stakeholder Consultation

The PIA stakeholder consultation process was conducted in the critical planning phase of the CRSPI project, in order to collect information and feedback, assess best-practice for delegate registration and personal information needed to be collected in order to execute the CRSPI Conference event successfully and minimise risk to members of the public and AgriFutures Australia.

**Internal stakeholder consultation:**

Legal; Erin Hulm

- Reviewing delegate registration T&C's

Information Technology; Nicole Legovich

- This process of IT review has been extensive from Nicole to ensure all systems are compliant with the Privacy Act that AgriFutures Australia is governed by
- Nicole also reviewed how multiple registration platforms sat within our Policies and also interacted with our information management system (CRM)

Governance; Lousie Heaslip

- Privacy training was implemented by AgriFutures Australia, Salinger Privacy, educate all AgriFutures Australia staff on how to collect, store and dispose of personal information that is collected during the execution of organisational programs and projects
- Louise is also the organisation's Privacy Officer and approved the initial Threshold Assessment

Records Management; Lauren Sharkey

- Provided insight into the use of collected information, and how the organisations CRM is used to communicate with delegates after their information has been collected

External stakeholders:

Sauce Communications

Eventbrite

CRSPI 2020 Delegates

## 5. Map the personal information flow



Climate Research Strategy  
for Primary Industries

### PERSONAL INFORMATION FLOW

Registration is the point where members of the public purchase (register) to attend the 2020 CRSPI Conference.

#### REGISTRATION

name  
organisation  
DOB  
email  
phone number  
post code  
dietary requirements

#### TICKETS ON SALE

AgriFutures Australia and CRSPI Partners communicate to the public that tickets for the 2020 CRSPI Conference, are now on sale via website, social media, CRM communications & CRSPI Partners' newsletters.

#### INFORMATION STORAGE

Personal information is collected via Eventbrite and then stored on the Eventbrite website, shared via a plug-in to the CRSPI CRM.

Personal information is accessed by Sauce Communications for the purpose of events logistics and communicating dietary requirements to caterers.

#### ACCESS

Members of the public who shared personal information have access to update and correct information.

#### PRE-EVENT

Registered delegates receive event critical information regarding program updates.

#### POST-EVENT

Members of the public who shared personal information have access to update and correct information.

#### INFORMATION SHARING

A delegate list from the 2020 CRSPI Conference will be shared with Platinum and Gold partners and be limited to first name, last name and organisation.

#### CRSPI

2020 CRSPI Conference registered delegates will be notified about future partnership news and events.

## 6. Privacy Risks

- Personal information not being used for the purpose it was collected
- Delegates not being aware that their personal information (Name, Organisation) is being shared with Platinum and Gold Partners
- Personal information collected and shared in the execution of the CRSPI Conference being misused by third-party agencies or stored outside of the AgriFutures Australia CRM and Eventbrite platform

## 7. Identify options to address the privacy risks

- Limiting amount of personal information collected when delegates register; collecting only information that is critical in delivering the event to an acceptable standard.
- Restrict information use to align with the expectations of delegates at the time that they entered information into the ticketing platform; using information to inform delegates of event information, collect post-event feedback and invite delegates to the next CRSPI Conference.
- Storing information on platforms and networks with adequate security and protocols to ensure information is not accessible to those wishing to mis-use the information.
- Following AgriFutures Australia ITC Policy and Confidentiality Policy to restrict access to information
- Briefing staff on how information from the Eventbrite platform is to be stored, used and destroyed
- Disposing of information after it has been used to the extent of the purpose it was collected for; removing information from CRM and networks after delegates have been invited to the next CRSPI Conference.
- Ensuring third-party contractors that have access during the preparation and execution of the event are contractually obligated to comply with AgriFutures Australia Confidentiality Policy and also dispose of information at the completion of the 2020 CRSPI Conference event or their contract with AgriFutures Australia.

## 8. Respond and review

Actions taken to insure data collected from the Eventbrite platform for 2020 CRSPI Conference is treated in line with the Privacy Principles.

### Collection

- Reviewed information fields being used on registration page and refining to only event critical information being collected

### Use

- To deliver event information to delegates
- To invite delegates to the future CRSPI conferences

### Storage

- Give delegates access to data to update or alter
- AgriFutures Australia staff and third-party contractors who have access to information to comply with the AgriFutures Australia ITC and Confidentiality Policies
- Disposing of information collected once the purpose that it had been collected for has expired; including removing information from CRM

### Review

- This PIA if any new use of data is proposed
- Third-party contractors contracts
- Partnership proposals where partners request access to collected information


Document Information

Date PIA completed:	5/12/19
Status:	
Prepared by:	Laura Skipworth
Position:	Research Coordinator – Rice, Ginger & Export Fodder
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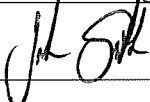
Endorsement and approval

Project manager:

I recommend the project proceeds as proposed in this document.


Name:	Lucinda Staley		
Position:	Research Manager – Rice, Ginger & Export Fodder		
Signature		Date:	5/12/19

The following officer/s have endorsed this document:

Name:	John Smith		
Position:	General Manager - Research		
Signature		Date:	17/12/19.

Project Executive/privacy officer/senior management:

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

Name:	Louise Heaslip		
Position:	General Manager – Corporate (Privacy Officer)		
Signature		Date:	16.12.19