

PRIVACY IMPACT ASSESSMENT (PIA) REPORT TEMPLATE AND COMPONENTS

This document supports the University's [Privacy Impact Assessment \(PIA\) Procedures](#).

Section	Content
Executive summary	<p>Make it easy for readers, describe in brief:</p> <ul style="list-style-type: none"> the purpose of the PIA brief project/process description and key information flows a summary of findings a summary of recommended actions.
PIA methodology	<p>Outline the approach taken, that is:</p> <ul style="list-style-type: none"> who was responsible for the PIA who conducted the PIA (their skills and expertise) key steps taken to complete the PIA
Project description	<p>This section should describe the key features of the project including:</p> <ul style="list-style-type: none"> any relevant background and what it will achieve why the project is needed any links with existing projects who is responsible for the project timeframes whether the project/process will use innovative technology, such as AI how personal and health information will be handled in the project/process, from beginning to end, explaining: <ul style="list-style-type: none"> what information will be collected how it will be collected how it will be stored who will have access to it what it will be used for any third parties to whom it will be routinely or otherwise disclosed how, and when, it will be destroyed <p>Diagrams help illustrate information flows.</p>
Stakeholder consultation	<p>This section should outline what stakeholder consultation was undertaken, including any feedback.</p>
Analysis of privacy issues/risk management	<p>This section should identify and present the analysis of:</p> <ul style="list-style-type: none"> the project/process' impacts (positive and negative) on privacy privacy risks that may arise, including whether the project/process complies with privacy legislation. any strategies that are already in place to remove or mitigate privacy risks. options to enhance privacy protections and address negative privacy impacts.
Recommendations	<p>These need to be clear and concise, address actions required, set priorities; specify responsibility for implementation if approved and set target dates. Recommendations can also be included in the Executive Summary or incorporated through the report.</p>

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