Appendix C Confidentiality – Business impact assessment - example

| Confidentiality Impact | | Low | Medium | | High |  |
| --- | --- | --- | --- | --- | --- | --- |
| Risk to Individual safety | Consider risk of injury or impact on safety, as well as the possibility of loss of life. An example could include release of names or locations of under-cover officers, people under protection orders. | Potential risk to individual safety | Direct actual risk to individual safety | | Direct actual risk to individual life / lives | Assessment results in a rating of greater than high for any hazard event.  The information is potentially National Security Information (e.g. SECRET) and must be safeguarded and classified ‘Above PROTECTED’ according to the Federal Government PSPF  Refer to QLD Police Security and Counter-Terrorism Command |
| Distress caused to any party | From the client’s or public’s point of view, distress could be caused by many things, including the release of private information. | Some distress from information release | Significant and real distress | | - |
| Damage to any party’s standing or reputation | Effect on any party's standing or reputation. Issues to consider include potential for adverse publicity, either locally or wider and the potential for damage occurring to either the service provider's or client's ongoing reputation. | Potential risk to reputation | Significant and long-lasting damage to reputation. | | - |
| Inconvenience to any party | Releasing information which could lead to identity fraud being perpetrated. | Some inconvenience | Significant inconvenience, direct significant tangible loss | | - |
| Public order | Whether release of information could pose a risk to community relations and public order. | Public order affected | Public order significantly affected | | Complete loss of public order |
| Release of commercially sensitive data to third parties | Would disclosure of information have a commercial impact on any party, commercially sensitive information that could impact on current or future business. | Some commercial impact | Significant commercial impact | | - |
| Release of personally sensitive data to third parties | Privacy - Would release violate legislative or regulatory guidelines such as information privacy principles? | Moderate privacy impact | Significant loss of sensitive personal information | | - |
| Impact government finances, economic interests | Impact on government finances or economic and commercial interests - Would disclosure of information result in financial or economic consequences to government? E.g. Disclosure of planning results in changing property valuations. | Low - Moderate financial loss | Significant financial loss, loss of PCI:DSS | |  |
| Financial loss to agency / service provider | Consider this from the service provider’s perspective - what losses could they incur? Considerations include possibility of fraud, a party illegally transferring money, a party gaining control of assets they don't legally own (e.g. by using information to establish an identity which is not theirs). | Low - Moderate financial loss | Significant financial loss, possible organisational collapse | | - |
| Threat or opportunity to government agency’s systems or capacity to conduct their business | Would release of this information have the potential to prevent or enhance an agency or external party conducting their business? For how long would this reduction/prevention last? | Low - Moderate threat to capacity | Significant threat to agency systems or capacity to conduct business over years | | - |
| Assistance to crime or impact on its detection | Would release of this information have the potential to assist in the conduct of a crime or terrorist activity? | Release of information may assist the conduct of a crime | | Release of information provides moderate assistance to the conduct of a crime | Suspects of major crime escape justice |  | |
| Impact on development or operation of government policy | Would disclosure cause negative or positive impact to government during the stages where policy is being formulated or implemented? | Policy development is slowed | | Significant policy development is halted. | - |
| Impact on the environment | Impact the environment through information release. | Environmental impact | | Catastrophic environmental impact | - |
| Impact on agency or Queensland Government workforce | Affect agency ability to function. | Damage agency ability to function | | Significantly damage agency ability to function over years | - |
| Impact on risk of litigation | Litigation against the state of Queensland is increased. | Moderate | | Significant risk of litigation | - |
| Impacts on National Security | Causing damage to national security (as per Australian Government BILs). | Causing limited damage to national security | | - | Causing minor damage to national security |
| Impacts on National Infrastructure | Damage to Queensland critical infrastructure. | Damaging or disrupting infrastructure | | Damaging or disrupting significant infrastructure | - |
| Impacts on Defence Operations | Defence operations in Queensland. | Causing limited damage to the non-operational effectiveness or security of Australian or allied forces without causing risk to life | | - | Causing damage to non-operational effectiveness or security of Australian or allied forces causing re-supply problems that could result in risk to life |
| *INSERT YOUR OWN IMPACTS HERE* | *Opportunity to add or remove impacts that specifically affect your department* |  | |  |  |
| Confidentiality BIL |  | **Low**  **(OFFICIAL)** | | **Medium**  **(SENSITIVE)** | **High**  **(PROTECTED)** | **NSI** | |