

Privacy Notice (PRC-16 Survey)

(Proactive–Reactive Climate Psychosocial Risk Assessment)



1. Purpose of the PRC-16

The **PRC-16** is a psychosocial risk assessment tool designed to help organisations identify, understand, and manage factors that may impact workers' psychological health and safety. It supports consultation with workers and informs the development of psychosocial risk prevention and improvement activities.

2. What Information Is Collected

The PRC-16 survey collects **workplace perception data only**. This includes responses to questions about:

- leadership behaviours
- organisational climate
- job demands
- job resources
- psychosocial risk management practices

The survey **does not collect personal information** such as names, email addresses, employee IDs, or IP addresses. No direct identifiers are requested or required.

3. How Information Is Collected

PRC-16 data is collected via **Microsoft Forms**, a platform that complies with the **Australian Privacy Principles (APPs)** and **ISO/IEC 27001** information security standards. Data is encrypted both **in transit and at rest**.

Participation in the survey is voluntary.

4. How the Information Is Used

Survey responses are aggregated and analysed to:

- identify psychosocial risk indicators across key domains
- inform organisational risk assessment and prevention planning
- support leaders to prioritise appropriate psychosocial controls and supports

Results are reported **only at a group level**. No individual responses are reported or identifiable.

5. Access, Storage, and Security

Access to PRC-16 data is restricted to authorised personnel involved in analysis and reporting. Appropriate technical and organisational safeguards are in place to protect data from unauthorised access, misuse, or disclosure.

Data is stored securely in accordance with organisational governance requirements and relevant Australian privacy and work health and safety obligations.

6. Disclosure of Information

PRC-16 data is not shared with third parties.

Where results are shared (for example, with leadership teams or health and safety representatives), they are presented **only in aggregated, de-identified format**.

No data is sold, licensed, or used for unrelated commercial purposes.

7. Anonymity and Confidentiality

The PRC-16 is designed to protect participant anonymity. Reasonable steps are taken to ensure that individuals cannot be identified in reports, particularly in small teams or demographic groups.

Participants are encouraged to respond honestly, knowing that their individual responses cannot be linked back to them.

8. Retention of Information

PRC-16 data is retained only for as long as necessary to fulfil the purposes of psychosocial risk assessment, monitoring, and reporting, or as required by law or organisational policy. Data is deleted within 24hrs of the final reporting.

9. Your Rights

Participants have the right to:

- ask questions about how PRC-16 data is collected and used
- raise concerns about privacy or confidentiality
- choose not to participate without any adverse consequences

10. Contact Information

For questions about the PRC-16 or this Privacy Notice, participants should contact enquiries@opuscentre.com.au