

Recommended for: anyone involved in the collection or management of records containing personal information or health information in NSW State Government departments, agencies, boards, committees, councils and universities.

This course is limited to no more than 20 people, to maximize participation and learning.

COURSE OUTLINE

This course has been developed to help you understand the full implications of NSW privacy legislation in your workplace.

The course will cover the following topics:

- NSW privacy legislation: the *Privacy and Personal Information Protection Act 1998* (PPIPA) and the *Health Records and Information Privacy Act 2002* (HRIPA)
- the meaning of "personal information" and "health information" and the distinction between the two
- privacy principles in the PPIPA and HRIPA addressing the collection, use, disclosure, access, amendment, retention and security of personal and health information
- exemptions to the privacy principles
- internal and external review of breaches of NSW privacy legislation.

The course will engage participants through:

- interactive presentations
- group discussions
- case studies.

COURSE OUTCOMES

At the completion of the course, participants should have:

- an understanding of the key differences between PPIPA and HRIPA and the information to which each applies
- an understanding of the privacy principles in PPIPA and HRIPA, and how to apply them in practice
- an awareness of the different exemptions to the privacy principles and where to find them
- an awareness of the mechanisms for a person to seek a review of a breach of NSW privacy legislation
- an awareness of some common pitfalls in applying NSW privacy legislation, and how to avoid them.