

NSW privacy law training 2024

The Crown Solicitor's Office delivers training to help individuals working in the NSW Government sector to understand and handle their agency's obligations under NSW privacy legislation (*Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*).

These courses are offered exclusively to NSW Government sector employees.

Courses and registration

All courses are delivered face-to-face in the Sydney CBD. Each course is limited to no more than 24 people, to maximise participation and learning. They are delivered as interactive workshops facilitated by CSO privacy law experts.

Course cost: each course is \$350 +GST* per person

Registration: please refer to the [specialised training](#) page on the CSO website.

Course	Date
Introduction to NSW privacy law	Thursday, 4 April 9.30am to 12:30pm
Advanced NSW privacy law	Thursday, 30 May 9.30am to 12:30pm
Conducting privacy internal reviews	Thursday, 20 June 9.30am to 12:30pm
Introduction to NSW privacy law	Thursday, 19 September 9.30am to 12:30pm
Advanced NSW privacy law	Thursday, 31 October 9.30am to 12:30pm

*GST does not apply to most cost centres grouped under Communities and Justice. Your tax invoice will indicate whether GST is applicable.

Continuing Professional Development

If these courses extend your knowledge and skills in areas that are relevant to your practice needs or professional development, then you may be able to claim one CPD unit for each hour of attendance (refreshment breaks not included).

Course details

Introduction to NSW privacy law

Recommended for: anyone working in NSW Government involved in the collection, use or management of records containing personal or health information.

No prior knowledge of the information protection principles and the health privacy principles is assumed.

Course outline

This course provides an overview of the privacy obligations all NSW government agencies must follow, and consequences of non-compliance.

The course will cover the following topics:

- ▶ statutory definition of 'personal information' and 'health information'
- ▶ information protection principles and health privacy principles that address the collection, use, disclosure, access, amendment, retention and security of personal and health information
- ▶ practical legal consequences of breaching an agency's privacy obligations
- ▶ an agency's obligations under the Mandatory Notification of Data Breaches scheme
- ▶ key privacy governance documents promoting compliance (including privacy management plans).

Learning outcomes

On completion of this course, participants will:

- ▶ understand the data handling principles that apply to 'public sector agencies' and 'organisations' under NSW privacy legislation in relation to personal and health information
- ▶ understand the obligations imposed by the Mandatory Notification of Data Breaches scheme
- ▶ recognise practical legal consequences of breaching statutory privacy obligations.

Advanced NSW privacy law

Recommended for: anyone working in NSW Government seeking to develop a deeper understanding of NSW privacy law.

The course assumes participants have a basic knowledge of the information protection principles and the health privacy principles.

Course outline

This course provides a deeper understanding of NSW privacy law, and will cover the following topics:

- ▶ the interaction between the *Government Information (Public Access) Act 2009*, the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*
- ▶ exemptions to the applications of the information protection principles and the health privacy principles
- ▶ other legal mechanisms that can be sought by an agency to avoid breaching the information protection principles and the health privacy principles
- ▶ issues surrounding when conduct should be attributed to a 'public sector agency'
- ▶ privacy issues surrounding agency projects, activities or initiatives involving another agency's information.

Learning outcomes

On completion of this course, participants will:

- ▶ recognise exemptions and exceptions to information protection principles and the health privacy principles and where to find them
- ▶ understand legal measures to seek to avoid breaching the information protection principles and health privacy principles
- ▶ recognise key privacy issues impacting projects or activities between agencies or for agencies.

Conducting privacy internal reviews

Recommended for: anyone working in NSW Government who may be directed to deal with an application for internal review under the NSW privacy legislation.

The course assumes participants have a basic knowledge of the information protection principles and the health privacy principles.

Course outline

This course provides practical guidance to those directed to deal with an application for internal review under s. 53 of the *Privacy and Personal Information Protection Act 1998*.

The course will cover the following topics:

- ▶ determining when a privacy complaint constitutes a valid internal review application
- ▶ setting the scope of the internal review to be conducted
- ▶ conducting the fact-finding investigation of the internal review
- ▶ what the reasons for the internal review should address
- ▶ dealing with querulant applicants
- ▶ setting the timeframes for the internal review process.

Learning outcomes

On completion of this course, participants will:

- ▶ understand good practice and the strategies to employ in conducting an internal review
- ▶ recognise some of the common pitfalls in responding to internal review applications and how to avoid them.

Course enquiries

Contact us at csomarketing@csso.nsw.gov.au.