

# Privacy Training Workshops

for Public Sector Agencies (Cwth & ACT) – Feb 2012



**Course description** This course provides participants with comprehensive training in public sector privacy laws regulating the handling of personal information by Commonwealth and ACT departments and agencies under the *Privacy Act 1988*.

The course equips participants with a detailed understanding of:

- legal requirements under the Information Privacy Principles (IPPs);
- how to apply the IPPs in practical situations;
- how to identify and manage privacy issues.

The course includes an overview of the Government's recently proposed Privacy Act reforms and the scope of likely new obligations.

Attendees receive a Participant Handbook containing detailed materials and information (also suitable for subsequent use as a privacy reference handbook).

**Format** The course is delivered in an interactive workshop format, engaging multiple learning styles to ensure sessions remain engaging. Throughout modules, participants study the facts and outcomes of cases investigated by the Privacy Commissioner. At the end of modules, participants undertake activities involving practical scenarios requiring them to identify privacy issues, apply principles learned and propose solutions.

## Learning outcomes

- awareness of privacy as a compliance issue
- detailed knowledge of privacy requirements under IPPs;
- ability to identify, analyse and resolve privacy issues in accordance with IPPs.

Upon course completion, participants will be issued a "Certificate of Completion – Public Sector Privacy Training" certifying course content and learning outcomes.

**Audience** APS5-EL2; Privacy Contact Officers; senior staff responsible for information management policies and issues.

**Presenter** Jeremy Douglas-Stewart is a specialist privacy lawyer and Principal Consultant at Privacy Law Consulting Australia. Jeremy was a member of the Privacy Commissioner's Consultative Group during her review of the Privacy Act in 2004/05 and of the Australian Law Reform Commission's Privacy Principles Roundtable in 2007. Jeremy is author of a national privacy law loose-leaf reporting service and is a regular presenter of privacy workshops for businesses, agencies and not-for-profits.

**Length** 1 day (9am-4pm)

**Catering** Full day catering.

## Venues & dates

Tues 21 Feb 2012, Mantra on Northbourne, 84 Northbourne Ave, Canberra

**Can't attend?** To request notification of future workshops, send a blank email to [notify\(at\)presidian.com.au](mailto:notify(at)presidian.com.au) with "Public sector privacy workshop" in the subject line.

## Registration cost

\$720 + GST

*Group booking discounts:*

2 persons - 5%; 3 persons - 7.5%; 4+ persons - 10%

*Materials separately available*

If you cannot attend the workshop, the Participant Handbook can be purchased separately for \$390 + GST.

## Testimonials

*This course is really good for those just starting in a role that deals with Privacy and releases of data that contain personal/protected information. Highly recommended.*

- Shannan, **CENTRELINK**

*... very clear and the structure supported learning. It was free flowing and the case studies extremely helpful. I would strongly recommend the workshop to others.*

- Paul, **DEPT OF ENV, WATER, HER & ARTS**

*... informative and very relevant to the public sector. The presenter was professional and knowledgeable ...*

- Tracy, **ROYAL AUSTRALIAN MINT**

*... good interaction between tutor and students where real life examples were used which enhanced the learning experience. A good day's training.*

- Chris, **DEPARTMENT OF DEFENCE**

*As an introduction to Privacy Principles, I gained a lot of knowledge in a short time. The Handbook will be a valuable resource for the future.*

- Wilhelmina, **DEPT OF HEALTH & AGEING**

*A clear, concise and logically presented lesson on the Privacy Act 1988.*

- Ross, **ACT GOVT & TERRITORY RECORDS OFFICE**

*... the presenter ... was able to hold our interest for the whole day ... The varied exercises and tasks sustained our enthusiasm and made the issues easy to understand.*

- Jill, **ACT LIBRARY SERVICE**

## Course Outline

Part 1 - Introduction

Part 2 – Coverage of Privacy Act  
Information to which Act applies  
Activities to which Act applies  
Exemptions

Part 3 - Information Privacy Principles

IPPs 1 to 3 - Collection

IPP 4 - Storage and security

IPPs 5 - Openness

IPPs 6 to 7 - Access and amendment

IPP 8 - Accuracy

IPPs 9 to 10 - Use of information

IPP 11 - Disclosure of information

Part 4 - Miscellaneous

Contracted service providers

Handling privacy complaints

Privacy Act reforms - overview & key impacts

## How to register

1. Online: at [www.presidian.com.au/privacy-registration.html](http://www.presidian.com.au/privacy-registration.html)
2. Fax: download form at [www.presidian.com.au/privacy-regform.pdf](http://www.presidian.com.au/privacy-regform.pdf) and fax to (08) 8364 7177
3. Phone: 1300 66 13 96