

Privacy Training Workshops

for private sector organisations (Oct/Nov 2010)



Description This one-day workshop provides intensive training on privacy laws affecting private sector organisations. The course equips participants with a detailed understanding of:

- requirements regarding the handling of personal information;
- how to apply the laws in practical scenarios; and
- how to identify and manage privacy compliance issues.

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

Who is the course for? Senior staff responsible for managing privacy issues, eg privacy officers and compliance managers.

Which industries is the course for? The course content is generic and relevant to all industries, drawing on case studies and scenarios from a range of sectors. Previous attendees have included members from the banking, insurance, credit union, health services, retail, not-for-profit and various other industries.

Health service providers: The handbook includes supplementary materials, covered in the workshop, focusing on privacy laws relating specifically to the health sector.

Presenter Jeremy Douglas-Stewart has been Principal Consultant at Privacy Law Consulting Australia since 2003. 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.

Format The course is delivered in an interactive workshop format. Throughout modules, participants discuss and apply privacy principles in practical scenarios and study the facts and outcomes of actual cases investigated by the Commissioner.

Cost \$570 + GST

(If you cannot attend, workshop materials can be purchased separately for \$350 + GST)

Group discounts: 2 persons - 5%; 3 persons - 7.5%; 4+ persons - 10%

Charity discount: 15% (for eligible charities only - must be ATO Tax Concession Charity endorsed; not available in conjunction with group discount)

Catering Morning tea and lunch provided. Please advise of any dietary requirements.

Time, venues & dates Workshops run from 9am to 4pm

City	Date	Venue
Adelaide	Mon 18 Oct 2010	Tiffins on the Park, 176 Greenhill Rd, Parkside
Melbourne	Thurs 28 Oct 2010	Medina Grand, 189 Queen Street, Melbourne
Perth	Fri 5 Nov 2010	Mercure Hotel Perth, 10 Irwin Street
Sydney	Wed 17 Nov 2010	Novotel Darling Harbour, 100 Murray St, Pyrmont
Brisbane	Thurs 18 Nov 2010	Hotel Grand Chancellor, 23 Leichhardt Street, Brisbane

Testimonials

I would highly recommend this course to anyone wanting or needing a thorough understanding of privacy laws ... The course was comprehensive, well structured and interactive. As a health professional I found the coverage of health related privacy laws invaluable.

- Margaret, Synapse Medical Services

Content of course was excellent

- Anne, RailCorp

Good course for people new to Privacy responsibilities

- Richard, Insurance Australia Group

I would recommend this workshop to anyone requiring information on the Privacy Act

- Jacqueline, Belmont Private Hospital

I found the workshop provided me with adequate information without being overbearing ... and has given me the tools to make the necessary changes.

- Sharon, Meals on Wheels (SA)

... a wonderful workshop, I really enjoyed every aspect of it ...

- Grace, Sunderland Marine Mutual Insurance

It was an excellent workshop

- Vidya, Greenslopes Private Hospital

This is a great workshop for those who deal with privacy ... The presenter is knowledgeable and happy to assist with any questions. Well worth the cost.

- Caroline, St Andrew's Toowoomba Hospital

Presenter was great. Really appreciated him answering specific questions and taking the theory and showing how it was applied in real life situations.

- Sarah, Toowong Private Hospital

Well worth participating in the workshop.

- Robyn, St Andrew's Toowoomba Hospital

Course Outline

Privacy Act 1988 (Cth)

Part 1 - Introduction

Part 2 - Coverage

Information to which Act applies

Activities to which Act applies

Employee records exemptions

Other exemptions

Part 3 - National Privacy Principles

NPP 1 - Collection

NPP 2 - Use and disclosure

NPP 3 - Data quality

NPP 4 - Data security

NPP 5 - Openness

NPP 6 - Access and correction

NPP 7 - Identifiers

NPP 8 - Anonymity

NPP 9 - Transborder data flows

NPP 10 - Sensitive information

Part 4 - Practical Issues

Conducting compliance audits

Job applicants & recruitment

Contractors

Obtaining consents

Dealing with children

Complaint handling

Other Privacy Issues

Part 1 - Health records statutes (NSW and Vic)

Overview

Key differences to Privacy Act

Part 2 - Privacy Act reforms

Overview of proposed reforms

Key impacts

Previous attendees (samples by industry)

Banking

Commonwealth Bank of Australia

HSBC Bank Australia Limited

Elders Limited

Insurance

CommInsure

RACQ Insurance

Insurance Australia Group

Credit unions

Australian Central Credit Union

QLD Police Credit Union

NSW Teachers Credit Union

Health services

Ramsay Health Care Ltd

Chesterville Day Hospital

QML Pathology

Retail

Harvey Norman

Integral Energy

Flight Centre

Professional associations

Institute of Chartered Accountants

Royal Australasian College of Surgeons

Royal Australian & NZ College of Psychiatrists

Not-for-profit

Salvation Army

Australian Red Cross

Anglicare

Other industries

Austereo

Dun and Bradstreet

Australian Rugby Union Limited

How to register

1. Online: at <www.presidian.com.au/privacy-reg.html>
2. Fax: download form at <www.presidian.com.au/privacy-form.pdf> and fax to (08) 8278 9382
3. Phone: 1300 66 13 96