

# Privacy Training (Private Sector)



## Session 1: Privacy Training Workshop

## Session 2: Privacy Act Reforms Seminar - Preparing for the APPs

NOVEMBER 2012

### Session 1: Privacy Training Workshop (9am-2.50pm)

This workshop provides intensive training on privacy laws and principles regulating the handling of personal information by private sector organisations.

The course equips participants with a detailed understanding of:

- legal requirements and privacy principles regarding the management of personal information;
- how to apply the laws in practical situations; and
- how to identify and manage privacy issues and incidents.

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

Registration for Session 1 includes registration for Session 2 (Privacy Act Reforms) as part of complete privacy training.

### Session 2: Privacy Act Reforms Seminar – preparing for the APPs (3pm-4.30pm)

This seminar provides a detailed overview of the proposed Australian Privacy Principles (APPs) and explains the practical implications of key reforms, including new obligations relating to direct marketing, cross-border disclosures (notices, ensuring recipient compliance and liability for recipient breaches), collection of unsolicited data, third party notification of corrections and pro-active compliance programs.

The passing of the APPs now appears imminent, with both the House of Representatives passing the reform Bill and a Senate review committee recommending that the Senate pass the Bill subject only to minor amendments in September 2012.

Attendees receive a Privacy Act Reforms Handbook containing detailed materials.

**Presenter** Jeremy Douglas-Stewart has been Principal Consultant at Privacy Law Consulting Australia since 2003. Jeremy was a member of the Federal 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** Session 1 – workshop format (presentation, case studies and practical activities) | Session 2 – interactive seminar format (presentation and Q&As)

#### Cost - sessions

Sessions 1 + 2 \$620 + GST | Session 2 only \$295 + GST

Note: Registration for Session 1 includes registration for Session 2

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

Charity discount: 10% (charities must be ATO Tax Concession Charity endorsed)

#### Cost - Materials only

Session 1 + 2 materials \$390 + GST | Session 2 materials only \$195 + GST

#### Venues & dates

City	Date	Venue
Adelaide	Thurs 8 Nov 2012	Meridien, 21-39 Melbourne St, North Adelaide
Melbourne	Thurs 15 Nov 2012	Medina Grand, 189 Queen St, Melbourne
Sydney	Fri 16 Nov 2012	Medina Grand, 511 Kent St, Sydney
Brisbane	Mon 19 Nov 2012	Hotel Grand Chancellor, 23 Leichhardt St, Spring Hill
Perth	Tues 20 Nov 2012	Medina Grand, 33 Mounts Bay Rd, Perth

#### Testimonials

*Content of course was excellent*  
- Anne, RailCorp

*I would highly recommend this course to anyone needing a thorough understanding of privacy laws ... The course was comprehensive well structured and interactive.*  
- Margaret, Synapse Medical Services

*... the most organised, well delivered and helpful seminar from a practical, legal and business perspective. The presenter was engaging, intelligent and a highly effective communicator. The seminar materials are excellent - a great resource.*  
- Emma, Horticulture Australia

*Presenter was very knowledgeable and helpful and provided practical answers.*  
- Jamal, Medibank Private

*This is a great workshop for those who deal with privacy.*  
- Caroline, St Andrew's Toowoomba Hospital

*... a wonderful workshop, I really enjoyed every aspect of it.*  
- Grace, Sunderland Marine Mutual Insurance

#### Course Outline

##### Session 1: Privacy Training Workshop

Part 1 - Introduction

Part 2 - Coverage of Privacy Act

Information & activities to which Act applies  
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: Recruitment; Contractors; Obtaining consents; Children

Part 5 - Health records legislation: overview (NSW & Vic only)

##### Session 2: Privacy Act Reforms Seminar - preparing for the Australian Privacy Principles (APPs)

Part 1 - Introduction

Part 2 - Detailed overview of APPs

Part 3 - Key reforms & practical implications

Direct marketing prohibition and exceptions

Cross-border disclosures

Notification of disclosures

Ensuring recipient compliance with APPs

Liability for recipient breaches

Unsolicited personal information

Notifying third party recipients of correction

Procedures & systems to ensure compliance

#### Previous attendees (samples)

##### Banking

Commonwealth Bank

HSBC Bank

Elders Limited

##### Insurance

CommInsure

RACQ Insurance

Insurance Aust Group

##### Credit unions

Australian Central

QLD Police CU

NSW Teachers CU

##### Health services

Ramsay Health Care

Chesterville Day Hospital

QML Pathology

##### Retail

Harvey Norman

Integral Energy

Flight Centre

##### Not-for-profit

Salvation Army

Australian Red Cross

Anglicare

##### Professional associations

Inst of Chartered Accountants

Royal Australasian College of Surgeons

Royal Australian & NZ College of Psychiatrists

#### How to register

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