

## IGNORANCE IS NOT NECESSARILY BLISS: BASIC PRIVACY TRAINING

### The Session

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Often privacy breaches are due to ignorance rather than an intention to do the wrong thing. Privacy breaches can be followed by costly privacy complaints and embarrassing media attention. Raising awareness within an organisation on an ongoing basis and regular attendance at privacy training helps to reduce these risks.

If your organisation is required to comply with the *Information Privacy Act 2000* (“Act”), ignorance will not be an excuse for any breaches of your organisation’s obligations in relation to the Act!

This introductory session will cover the following:

- Why was an information privacy Act necessary?
- What is covered by the Act? What isn’t?
- What constitutes an interference with privacy?
- Outline of the Information Privacy Principles (“IPPs”)?
- How are the IPPs enforced?
- How does the Act interact with other legislation such as the *Freedom of Information Act 1982*?
- Practical illustrations of situations where personal information issues may arise
- An interactive question and answer session to deal with specific examples you or your organisation may have come across

This is an interactive session at an introductory or refresher level. It is appropriate for all public sector staff, whatever their role or level of seniority. For example, it is suitable for officers who deal directly with individual clients or members of the public, IT staff, human resources staff, privacy officers and anyone who interacts with customers and clients.

Attendee numbers will be **limited to a maximum of 15**.

<b>Time:</b>	9.30 am to 12.30 pm (includes refreshment break)
<b>Date:</b>	Thursday <b>19 April 2012</b> OR Wednesday <b>9 May 2012</b>
<b>Cost:</b>	<b>\$275</b> (\$250 per person for 3 or more from one agency) <b>incl. GST</b> Includes a copy of training materials Please note: a registration form for each attendee must be completed
<b>Venue:</b>	FOI Solutions training room, Level 2, 155 Queen Street, Melbourne VIC 3000

### The presenter

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Amy Hu is a solicitor at FOI Solutions. Prior to joining the firm in August 2010, Amy worked at the Victorian Government’s Department of Human Services. She is familiar with the administrative legal issues and challenges that public officers encounter in their daily work.

Amy has a keen interest in making the law more accessible to people who are not lawyers, and in improving the quality of day-to-day government decision-making and assisting public agencies in avoiding complaints about privacy procedures and practices.



## REGISTRATION FORM PRIVACY INTRODUCTION

To register, please complete this form and return it by one of the following means:

**Fax:** (03) 9601 4101

**Email:** [jackie@foisolutions.com.au](mailto:jackie@foisolutions.com.au)

**DX:** DX 345 Melbourne VIC

**Post:** FOI Solutions, Level 2, 155 Queen Street, Melbourne VIC 3000

**Enquiries:** (03) 9601 4122 – Jackie Sheppard

Name \_\_\_\_\_ Position: \_\_\_\_\_

Agency: \_\_\_\_\_ Postal or DX address: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

I wish to attend **Basic Privacy Training** on the following date (tick one):

- Thursday 19 April 2012
- Wednesday 9 May 2012

### Amount Payable

- \$275 (Incl. GST)
- \$250 (per person, if 3 or more from one agency) (Incl. GST)

**Payment can be made by EFT (preferred) or by cheque made payable to “FOI Solutions”.**

### EFT Payment Details:

**Name:** FOI Solutions  
**Bank:** National Australia Bank  
**Branch:** Collins Street, Melbourne VIC 3000  
**BSB No:** 083.019  
**Account No:** 45 343 6667

**A tax invoice will be provided once the registration form is received.**