



IGNORANCE IS NOT NECESSARILY BLISS: BASIC PRIVACY TRAINING

About this session:

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.

The session covers the following.

- Key definitions
- Collection of information
- Collection notices (privacy notices)
- Use and disclosure of information
- Security of information
- Accuracy of information
- Access and correction by individuals
- Destruction of information
- Privacy policies
- Privacy breaches
- Privacy complaints
- Privacy culture at work

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 supervises staff.

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

Time:	9.30 am to 12.30 pm (includes refreshment break)
Dates:	Either - Wednesday 3 March 2010 OR Wednesday 19 May 2010
Cost:	\$275 (\$250 per person for 3 or more from one agency) incl. GST Includes a copy of training materials Please note: a registration form for each attendee must be completed
Venue:	TBA

About the presenter:

Susannah Whitty is a solicitor at FOI Solutions. Prior to joining the firm in January 2008, Susannah worked for several years within Government as a legal officer, senior privacy adviser, whole-of-Government privacy coordinator, acting FOI manager and FOI decision-maker.

Susannah 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.



REGISTRATION FORM

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

Fax: (03) 9601 4101

Email: wendy@foisolutions.com.au

DX: DX 345 Melbourne VIC

Post: FOI Solutions, Level 5, 105 Queen Street, Melbourne VIC 3000

Enquiries: (03) 9601 4131 – Wendy Johnson

Name _____ Position: _____

Agency: _____ Postal or DX address: _____

Email: _____

Fax: _____ Phone: _____

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

Wednesday 3 March 2010

Wednesday 19 May 2010

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.