



2009

AGS Legal training program

PRIVACY ACT 1988 ADVANCED MODULE

Privacy – Next Steps

Target group

Privacy contact officers and officers of all levels who are responsible for handling personal information in the course of their duties. It is expected that participants will have completed our 'Introduction to Privacy' course or have equivalent training or significant experience in handling privacy issues.

Course outline

The Privacy Act sets out standards for the management of records containing personal information within the Commonwealth public sector. At the heart of the legislation are the information privacy principles (IPPs), which impose obligations when collecting, storing, using and disclosing personal information. We will proceed with an in-depth examination of the IPPs, focusing on their coverage and application. Practical examples of circumstances which have arisen in Australian Government agencies will be given to illustrate their application.

The course is designed to significantly advance participants' knowledge of the IPPs and their skills in handling personal information, in particular by working through syndicate exercises in small groups. The exercises will describe a fictitious situation raising issues relevant to the IPPs and the Privacy Act. The groups will be asked to identify these issues and consider how they might be managed.

A manual containing a detailed paper and guidance on the application of the IPPs is provided.

Objectives

Participants who attend this course will significantly enhance their knowledge of the IPPs and their skills in handling personal information.

Presenters

Our presenters are AGS lawyers who have a great depth of knowledge of the government environment, and who practise extensively in the areas of information access and administrative law.

Duration

This is a full-day course commencing at 9 am and concluding at 4.30 pm. Morning tea, lunch and afternoon tea will be provided.

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Cost

Standard fee – \$850.00 (inclusive of GST) per person.

If three or more people from one agency attend the same course on the same day **or** if one person attends three or more courses in the same week of training – \$765.00 (inclusive of GST) per person.

No more than 20 people will be accepted on each course, and courses will only be conducted if we receive sufficient nominations.

For further information on our calendar training, in-house or customised courses, please contact **Di Harvey on T 02 6253 7126** or **Kirstin Hewitt on T 02 6253 7436**, or email cbrtraining@ags.gov.au.

Website

For a full review of AGS services, visit www.ags.gov.au