

# Registration Form / Tax Invoice

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I would like to attend

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First Name: \_\_\_\_\_

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Firm/Organisation: \_\_\_\_\_

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Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

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## 3 Privacy Seminars:

- Introduction to Privacy Law • Privacy in Practice
- Privacy Law Advanced Class

March 2005 • Grace Hotel, 77 York Street, Sydney

Any half day  \$440

Any full day  \$660

Two half-days  \$660

Any two full days  \$1000

Only full day enrolments include lunch. Half-day and split enrolments exclude lunch.

I cannot attend but please provide the papers  \$265

Cost GST inclusive **Total \$**

## Payment Options

I enclose a cheque payable to "CLE, UNSW",

or Payment by credit card  Mastercard  Visa  Bankcard

Card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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Tel: (02) 9385 2267 or (02) 9385 2195

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Email: cle@unsw.edu.au

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## Please return this registration form with your payment to:

CLE,  
Faculty of Law,  
UNSW, Sydney  
NSW 2052.

**Programme Variation:** The Director of CLE retains the right to vary the programme to deal with unforeseen circumstances. This includes cancelling or re-scheduling a programme and changing speakers or content if occasion obliges us to do so.

**Cancellation Policy:** Cancellations will be accepted up to two weeks prior to the commencement of the course. Withdrawal after this time and before the commencement of the course will result in a cancellation charge of \$100. Cancellations after the commencement of the course will not be eligible for a refund.

**Privacy note:** The information you have provided on this form will only be used by UNSW to distribute information about University courses and activities to you.

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## Objective

**Introduction to Privacy Law** is tailored to practitioners in, or advisors to, either the public or private sector. It is suitable for lawyers and non-lawyers alike, and provides either an introduction or a refresher to this complex area.

The *Private Sector* seminar will introduce you to the key concepts, legislative framework, and enforcement regime of the Privacy Act, as well as an overview of the National Privacy Principles (NPPs), and the new Health Records and Information Privacy Act.

The *Public Sector* seminar will introduce you to the key concepts, legislative framework, and enforcement regime of the Privacy and Personal Information Protection Act and the Health Records and Information Privacy Act, as well as an overview of the information protection principles (IPPs) and health privacy principles (HPPs).

**Privacy Law Advanced Class** provides a more in-depth look at recent developments in policy, caselaw, and proposals for reform affecting each sector. This advanced session is designed for those who already have a basic knowledge of the area, but who desire more training. The seminar is designed for privacy officers with primary responsibility for managing privacy compliance in their organisation, or lawyers seeking to advise in this area.

The *Private Sector* seminar will focus on recent developments with respect to the Privacy Act, and caselaw that sheds light on interpreting the Health Records and Information Privacy Act.

The *Public Sector* seminar will focus on caselaw under the Privacy and Personal Information Protection Act and its implications for day-to-day operations in government agencies.

**Privacy in Practice** is a series of professional development sessions designed for privacy officers and others with responsibility for managing privacy compliance in their organisation. The seminar offers practical advice and key strategies on how to approach your role in a more effective way.

Together these seminars create a complete professional development and training program for privacy officers and lawyers practising in the field.



THE UNIVERSITY OF  
NEW SOUTH WALES

FACULTY OF LAW

Baker & McKenzie  
Cyberspace Law and Policy Centre and  
Centre for Continuing Legal Education

## 3 seminars:

### Introduction to Privacy Law

The laws regulating the private sector

8:45am – 12:30pm • Wednesday 2 March 2005, OR

The laws regulating the NSW public sector

8:45am – 12:30pm • Thursday 10 March 2005

### Privacy in Practice

8:45am – 5:30pm • Wednesday 9 March 2005

### Privacy Law Advanced Class

The laws regulating the private sector

1:30pm – 5:30pm • Wednesday 2 March 2005, OR

The laws regulating the NSW public sector

1:30pm – 5:30pm • Thursday 10 March 2005

Official  
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All seminars at the  
Grace Hotel,  
77 York Street, Sydney

FIRST CHOICE  
FOR PROFESSIONALS



BAKER & MCKENZIE

Cyberspace Law and Policy Centre

## Audience

### Privacy officers

- in the business and community sectors
- in NSW State and local government

### Legal advisors

- corporate counsel
- solicitors in general practice
- government lawyers

### Managers involved in privacy compliance

- records managers
- CIOs and IT managers
- senior executives

## About the presenters

**Nigel Waters** is a former Deputy Federal Privacy Commissioner and is now Principal of Pacific Privacy Consulting.

**Anna Johnston** is a former Deputy Privacy Commissioner of NSW, and is now Director of Privacy & Information Management Consulting with Salinger & Co. Anna and Nigel are experienced trainers and practitioners, specialising in privacy law and practice.

**Graham Greenleaf** is Professor of Law, University of New South Wales, and Co-Director of the Baker & McKenzie Cyberspace Law and Policy Centre.

Anna, Nigel and Graham are all on the Board of the Australian Privacy Foundation. Graham is General Editor, Nigel is Associate Editor and Anna is a contributing editor of CCH's *Privacy Law + Policy Reporter*.

Course materials will be supplied to participants which include seminar notes and handouts for later reference.

**For more information visit our website: [www.cle.unsw.edu.au](http://www.cle.unsw.edu.au)**

## Privacy Laws regulating the Private Sector

Wednesday 2 March 2005

Morning session (introduction / refresher)

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**8.45am** Opening remarks from the Chair

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**9.00am** Introduction to the Privacy Act 1988

- key concepts
- legislative framework
- overview of the National Privacy Principles
- enforcement

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**11.00am** Morning Tea

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**11.15am** Introduction to the Health Records and Information Privacy Act 2002

- who does this Act apply to? why another Act?
- key concepts in health privacy
- overview of the Health Privacy Principles
- enforcement

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**12.30pm** Close / Lunch

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Afternoon session **ADVANCED CLASS**

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**1.30pm** Privacy Act developments / caselaw update

- applying the NPPs in practice
- recent developments in caselaw
- reviews and reform proposals

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**3.00pm** Afternoon Tea

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**3.15pm** HRIP Act advanced

- applying the HPPs in practice
- the statutory guidelines
- using caselaw to shed light on the HRIP Act
- consent and capacity issues

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**4.20pm** The SPAM Act

- what is in
- what is out
- enforcement

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**4.40pm** The Workplace Surveillance Bill

- progress of Bill
- what it will cover

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**5pm** Questions, discussion (Chair)

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**5.30pm** Close

## Privacy in Practice

Wednesday 9 March 2005

Morning session

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**8.45am** Opening remarks from the Chair

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**9.00am** Keynote speaker— privacy as a compliance issue

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**9.30am** The role of the privacy officer

- privacy as a compliance issue
- the scope of the role — when to get involved
- the tools you need to be effective

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**10.00am** How to be an effective privacy officer

- navigating the management maze
- strategies and approaches that work
- common considerations

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**10.45am** Morning Tea

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**11.00am** How to review and update your Privacy Policy

- the difference between privacy notices, policies, plans and procedures
- when should you review?
- what should you include?
- traps to watch out for

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**12.30pm** Close / Lunch

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Afternoon session

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**1.30pm** Conducting Privacy Audits

- when should you conduct an audit?
- practical advice on what to do

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**2.30pm** Conducting Privacy Impact Assessments

- what is a PIA?
- when should you conduct a PIA?
- tips on how to go about it

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**3.30pm** Afternoon Tea

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**3.45pm** How to handle a privacy complaint

- privacy as a risk management issue
- practical considerations in complaint-handling
- applying the privacy principles

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**5pm** Questions, discussion (Chair)

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**5.30pm** Close

## Privacy Laws regulating the NSW Public Sector

Thursday 10 March 2005

Morning session (beginner / refresher)

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**8.45am** Opening remarks from the Chair

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**9.00am** Introduction to the Privacy and Personal Information Protection Act

- key concepts
- legislative framework
- overview of the Information Protection Principles
- overview of the public register provisions
- enforcement

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**11.00am** Morning Tea

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**11.15am** Introduction to the Health Records and Information Privacy Act

- who does this Act apply to? why another Act?
- key concepts in health privacy
- overview of the Health Privacy Principles
- enforcement

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**12.30pm** Close / Lunch

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Afternoon session **ADVANCED CLASS**

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**1.30pm** PPIP Act & HRIP Act advanced

- the statutory guidelines
- using caselaw to shed light on the HRIP Act
- consent and capacity issues

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**2.15pm** Caselaw update

- recent developments in caselaw

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**3.00pm** Afternoon Tea

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**3.15pm** PPIP Act in more detail

- applying the IPPs in practice

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**4.20pm** The SPAM Act

- what is in
- what is out
- enforcement

---

**4.40pm** The Workplace Surveillance Bill

- progress of Bill
- what it will cover

---

**5pm** Questions, discussion (Chair)

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**5.30pm** Close