

Privacy Management Annual Report 2016/17



CLINICAL
EXCELLENCE
COMMISSION

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The Clinical Excellence Commission (CEC) is committed to ensuring the privacy and confidentiality of all personal information and personal health information it holds, in compliance with the requirements of the Privacy and Personal Information Protection (PPIP) Act 1998, the Health Records and Information Privacy (HRIP) Act 2002 and the NSW Health Privacy Manual for Health Information.

Statement of Action

The CEC provides ongoing privacy education continued support/advice to all staff through:

- Designating a Privacy Contact Officer (POC) for the organisation during 2016-17
- Provision of privacy awareness at new staff orientation
- The CEC intranet which provides staff with links to:
 - Mandatory My Health Learning (formally HETI) online privacy training
 - NSW Health Privacy Manual for Health Information
 - NSW Health Privacy Management Plan
 - Information Privacy Leaflet for staff

The CEC has undertaken specific projects designed to protect personal privacy and meet the CEC's obligations under the PPIP and HRIP Acts including:

- Developing, issuing, and updating an internal Data Governance policies and supporting education
- Developing internal procedures on the Disclosure of Unit Record Data
- Conducting Privacy Impact Assessments (PIAs) on all data assets that contain personal information under the PPIP Act or personal health information under the HRIP Act
- Ensuring the NSW Government digital information security Policy (DISP) requirements relating to certification, attestation and a minimum set of controls are in place and reviewed
- Ensuring all staff sign Privacy Undertaking and Acceptable Use of Information forms, to confirm their commitment to privacy and confidentiality
- Developing a tool to record information security classification and conducting DLM training with staff handling sensitive information

Privacy Internal Reviews

The Privacy and Personal Information Protection Act 1988 provides a formalised structure for managing privacy complaints relating to this Act and the Health Records and Information Privacy Act 2002. This process is known as 'Internal Review'. During 2016-17:

- No Privacy internal reviews were carried over from 2015-16
- The CEC received no complaints, or new applications for internal review

Carrie Marr
Chief Executive
1 September 2017