

PRIVACY MANAGEMENT

ANNUAL REPORT 2017-18

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:

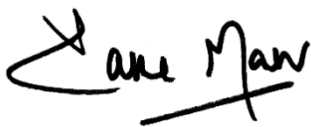
- Designating a Privacy Contact Officer (POC) for the organisation during 2017-18.
- Provision of privacy awareness at new staff orientation.
- The CEC intranet which provides staff with links to:
 - Mandatory *My Health Learning* online privacy training
 - NSW Health Privacy Manual for Health Information
 - 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 internal Information Security policies and supporting awareness training.
- Reviewing internal procedures on the disclosure of personally identified information and Unit Record Data.
- Conducting Privacy Impact Assessments (PIAs) on all data assets that contain personally identified 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 annually.
- Ensuring all staff sign Privacy Undertaking and Acceptable Use of Information forms (updated in 2018), to confirm their commitment to privacy and confidentiality.
- Continuing to develop an information asset register to manage risk, record information security classification and conducting DLM training with staff handling sensitive information.
- Providing significant input into the NSW Health Data Governance Policy being developed by the NSW Ministry of Health.

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 2017-18, the CEC received no complaints, or new applications for internal review. No Privacy internal reviews were conducted, or carried over from 2016-17.



Carrie Marr, Chief Executive

12 September 2018