

# Privacy Annual Report



CLINICAL  
EXCELLENCE  
COMMISSION

TRIM 016/13266

## 2015/16

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 and support to staff through:

- Provision of privacy awareness at new staff orientation
- Mandatory HETI online privacy training via the NSW Health intranet
- Availability of key privacy resources, including the NSW Health Privacy Manual for Health Information, NSW Health privacy policies and NSW privacy legislation
- Continued support/advice to all 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 Policy
- 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
- Ensure all staff sign Privacy Undertaking and Acceptable Use of Information forms, to confirm their commitment to privacy and confidentiality
- Conducting information security classification and labelling training with executive support staff who handle sensitive executive correspondence.

### Privacy Internal Reviews

The PPIP Act 1988 provides a formalised structure for managing privacy complaints relating to this Act and the HRIP Act 2002. This process is known as 'Internal Review'.

For the reporting period, there have been no complaints received by the Clinical Excellence Commission regarding its dealings with personal information under the PPIP Act or health information under the HRIP Act that have resulted in a request for an internal review.

Carrie Marr  
Chief Executive  
31 August 2016