



PRIVACY OF PERSONAL INFORMATION

PURPOSE AND NATURE OF PROPOSED TRAINING

In order for any organisation to provide the best possible services to clients / consumers, it is vitally important that they have ready access to accurate and relevant information about the individual and, where appropriate, their families.

It is equally important that there is a clear understanding about:

- what information may be collected
- why that information is collected, and
- what the responsibilities are as custodians of that information.

This Seminar examines the basic privacy principles and what these mean for:

- gathering and recording information about clients / consumers,
- storing the information that has been gathered,
- accessing the information, and
- sharing the information.

Note

Ideally, this Seminar should be delivered in conjunction with the Seminar: “Organisational Policies and Procedures”.

FURTHER DETAILS

Length of Seminar

The Seminar will consist of:

Interactive Presentation	1.5 hours
Question / Discussion Time	0.5 hours
TOTAL	2.0 hours

Group Size

There is some flexibility with group size but, in order to ensure optimal participation and learning, the ideal number of participants per seminar is between 15 and 20.

Cost

The cost for the seminar presentation is \$150 + GST

Certificates

Following successful completion of the Seminar, each participant will receive a Certificate of Participation.

The contracting agency will also receive a certificate outlining the title of the Seminar and the number of staff who attended.