

Privacy Systems Course Profile

Outline:

This training course is designed to provide basic knowledge in privacy principles.

Objectives:

This course aims to provide participants with:

- background information to privacy;
- overview of the Privacy Principles,
- examples of the application of these Principles,
- fundamentals of management systems,
- application of these Principles through management systems, and
- options for internal audit and external certification.

Topics:

Privacy provisions affecting public and private sector organisations are in operation in most developed nations. If your organisation deals with personal information, you need to be aware of your legal obligations and how you are going to comply with privacy provisions. Requirements may include how you deal with customers, how you use, store and collect information, and the processes you use for marketing your products and services.

Simply knowing your legal obligations is not enough. You need to provide the *assurance* to your organisation and its customers that these obligations have been met through sound management systems and processes. For some organisation this may only mean making some minor changes to the way they handle personal information, for others, major changes will need to be made.

Participants:

Managers or staff responsible the implementation and/or maintenance of their organisation's privacy policies, systems and practices.

Duration:

This course is typically run over on day (4 to 12 participants), or two days (6 to 24 participants).

Presenters:

All presenters of this course hold formal nationally-recognised management systems auditing qualifications in and are experienced trainers and facilitators.

Resources:

All participants will be supplied with a copy of the training material presented.

Typically, participants will be expected to bring a copy of Privacy Principles relevant to their economy (for the practice session), a copy of their organisation's privacy documentation (if possible and practicable), and any necessary writing material for personal use.

Assessment:

Participants will be assessed by the presenter through their performance in practice sessions, and the results of a written test.

Participants who successfully complete the course will be issued a "*Certificate of Achievement*".