

WORKPLACE PRIVACY: NEW LAWS

Course Code: WP



On 12 March 2014, important amendments to the federal *Privacy Act* take effect. These changes will have immediate and wide-ranging implications for workplace privacy. In particular, the amendments will be relevant to requests by employees to access personal information (including health information) and how such material can be stored. Other key workplace privacy concepts discussed in this course include the employee records exemption, which remains in force and unaffected by the upcoming changes.

This is a practical half-day course designed to answer questions including:

- Can an employee access their personnel file?
- Can unsuccessful job candidates see notes made by interviewers?
- Can I disclose an employee's personal health information, and to whom?
- Where can I keep confidential employee information?
- What steps does my organisation need to take to comply with privacy laws?
- What role does legal professional privilege play in workplace privacy?

Key concepts in this course are illustrated through the workshopping of practical scenarios, including those based on actual cases.

Learning Content

This half day programme covers:

- Key definitions in privacy legislation that affect workplace privacy
- Key definitions in health records legislation that affect workplace privacy
- Employee records exemption
- Crucial legal obligations in relation to the personal and health information of employees
- Steps employers should take to comply with privacy legislation
- Relationship between privacy and legal professional privilege

Learning Outcomes

At the conclusion of this programme, participants will:

- Be able to identify different types of information and how each should be treated
- Understand important legal obligations regarding privacy
- Have a working knowledge of the employee records exemption
- Be able to identify the steps their organisation should take to comply with privacy legislation
- Understand the relationship between privacy and legal professional privilege

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JUSTITIA TRAINING REGISTRATION FORM

Please complete one form per participant. Confirmation of your registration will be emailed.

COURSE DETAILS

Course Code: WP
Course Date: _____

PARTICIPANT DETAILS

Prefix: Mr / Ms / Mrs / Dr / Other:
First Name: _____
Last Name: _____
Position: _____
Organisation Name: _____
Address: _____
Suburb: _____ Post Code: _____
Telephone: ()
Mobile: _____
Email: _____
Email Updates: ☐ Please add me to Justitia's email list
Dietary Requirements: _____

PAYMENT DETAILS

Payment can be made by cheque or credit card. If paying by cheque, please make your cheque payable to 'Justitia'. If paying by credit card, please complete the following section. We request you post or fax this registration form with payment.

Credit Card Type: ☐ VISA ☐ MasterCard
Cardholder Name: _____
Credit Card Number:

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Expiry Date: Month: _____ / Year: _____
Course Fee: \$ _____ (Normal Fee \$500 / Early Bird \$450)

CANCELLATION POLICY

We will refund your total course fee if you give us 5 or more days' notice of your cancellation. We will not refund your course fee if you notify us of the cancellation less than 5 days prior to the training day. Alternatively, you will be given the opportunity to indicate that another person from your organisation will attend in your place. We ask that you inform us of this before the training day. We may sometimes need to reschedule or cancel courses due to unforeseen circumstances. In that instance, we will offer you the option of a total refund of your course fee, or, if that course is deferred to a later date, a transfer of your booking to the later date.

Fax Registration Form to:
(03) 8621 4599