

Privacy Management Annual Report 2022-23

This report is produced by the Clinical Excellence Commission in accordance with Ministry of Health annual reporting requirements regarding privacy matters.

Part 1. Compliance activities

The Clinical Excellence Commission (CEC) is committed to meeting its privacy obligations under the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and the *Health Records and Information Privacy Act 2002* (HRIP Act) through appropriate governance and the provision of privacy information, training, and support to staff.

The CEC provides ongoing privacy information and support to its staff through:

- Privacy awareness training at staff onboarding and orientation.
- A privacy intranet website which provides staff with access to:
 - NSW privacy legislation
 - NSW Health Privacy Manual for Health Information
 - NSW Health Privacy Internal Review Guidelines
 - NSW Health Privacy Management Plan
 - Links to mandatory privacy training
 - Links to external resources including the NSW Information and Privacy Commission
- Guided on-line privacy training and provided on-demand through My Health Learning
- Access to a privacy information leaflet for staff.
- Access to staff-oriented privacy information, a copy of which is available to all staff through our intranet.
- Privacy information is provided to consumers through an Information Privacy Internet site at: [Privacy Statement - Clinical Excellence Commission \(nsw.gov.au\)](https://www.nsw.gov.au/privacy-statement-clinical-excellence-commission).
- Privacy Impact Assessments are completed for core in-house systems as required by PSAF.
- CEC are developing and testing approaches to ensure appropriate access to information systems and their data. As this work progresses, it will improve our privacy posture.
- The CEC Privacy Contact Officer has continued to provide policy and compliance support and advice to health service staff, particularly in relation to access to, and disclosure of, personal information and health information.
- The Privacy Contact Officer actively participates in privacy networking and professional development and attended privacy information and community of practice during FY23 which were facilitated by the NSW Ministry of Health Regulation and Compliance Unit.

Part 2. Internal review

Privacy complaints are managed in accordance the NSW Health Privacy Internal Review Guidelines. The PPIP Act provides a formal structure for managing privacy complaints relating to this Act and to the HRIP Act. This process is known as ‘internal review’.

For the 2022-23 reporting year, internal review applications and outcomes can be summarised as follows:

Internal review applications carried over

No privacy internal review matters were carried over from 2021-22.

Internal review applications received 2022-23

During 2022-23, the CEC received no applications for Internal Review.

1. Number of internal review applications carried over from the previous reporting year:	Nil
2. Number of internal review applications received in the current reporting year:	Nil
3. Number of internal reviews where at least one breach of a privacy principle has been found:	Nil
4. Number of internal reviews where no breach of a privacy principle has been found:	Nil
5. Number of internal reviews appealed in the NSW Civil and Administrative Court (NCAT):	Nil
6. Number of NCAT matters where judgement found in favour of the agency:	Nil
7. Number of NCAT matters where judgement found in favour of the applicant:	Nil
8. Number of NCAT matters awaiting judgement:	Nil

Report prepared by:

André Jenkins

*Director Information Management & CIO
Privacy Contact Officer*

2023-09-07

Approved by:

Adjunct Prof Michael Nicholl

Chief Executive

2023-09-07