

## Privacy Management Annual Report 2022-23

This report is produced by **Cancer Institute NSW** in accordance with Ministry of Health annual reporting requirements regarding privacy matters.

### Part 1. Compliance activities

The Cancer Institute NSW is committed to meeting its privacy obligations under the *Privacy and Personal Information Protection Act 1998* (PIIP 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 Cancer Institute NSW provides ongoing privacy information and support to its staff through:

- Mandatory privacy awareness training at staff orientation.
- A Privacy page on the staff intranet 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 online privacy training through My Health Learning
- Privacy information is provided to consumers through a Privacy Policy available at: <https://www.cancer.nsw.gov.au/what-we-do/get-in-touch/privacy>
- Privacy impact assessments on projects or activities involving personal or health information
- The Cancer Institute NSW Privacy Contact Officer has continued to provide policy and compliance support and advice to staff, particularly in relation to access to, and disclosure of, personal health information.
- The Privacy Contact Officer actively participates in privacy networking and professional development, and attended privacy information and network sessions during 2022-23 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’.

### Internal review applications carried over

Nil privacy internal review matters were carried over from 2021-22.

### Internal review applications received 2022-23

Nil applications for Internal Review received during 2022-23.

**Report prepared by:**

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*Privacy Contact Officer*

Date: 6 September 2023

**Approved by:**

Professor Tracey O’Brien

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*Chief Executive Officer*

Date: 15 September 2023