

# Privacy Act Training 2009



Privacy Commissioner  
Te Mana Matapono Matatapu

## REGISTRATION FORM



To register, please print out, complete and return with your payment to  
Sharon Newton at the Wellington Office of the Privacy Commissioner,  
PO Box 10094, The Terrace, Wellington 6143  
**Registrations will not be actioned until payment is received**

Name: \_\_\_\_\_

Name for name tag: \_\_\_\_\_

Position held: \_\_\_\_\_

Organisation: \_\_\_\_\_

Postal address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Payment

Cheque enclosed (payable to "Privacy Commissioner")

Please debit my credit card: MasterCard/Visa (Circle one)

Card Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name on the Card  Expiry Date

Signature of Card Holder

### Workshop

Introduction to the Privacy Act

Health Information Privacy Code

Please indicate whether you have a specific  
interest in mental health

Please indicate whether you would be interested  
in staying briefly after the workshop to discuss  
privacy in the mental health sector

Auckland  Date \_\_\_\_\_

Wellington  Date \_\_\_\_\_

Christchurch  Date \_\_\_\_\_

### Cancellations and Refund Policy

- The Privacy Commissioner reserves the right to cancel any workshop.
- The closing date for registrations is **5 working days** before the workshop date.
- If you cancel your registration before the closing date a refund will be made less a 15% administration fee. After the closing date there will be no refund.
- You may transfer your registration to another person at any time before the workshop date.

The information collected on this form will be used for administration purposes for the workshop and to send you information about further workshops. You have the right to access and correct your information. This information will be held at the Privacy Commissioner's Wellington Office located at: Level 4, 109 - 111 Featherston Street, Wellington

# Workshops 2009

The Privacy Commissioner holds workshops on the Privacy Act in Auckland, Wellington and Christchurch. Participants receive training in the Privacy Act and related legislation along with comprehensive documentation to take back to their workplaces.

## An Introduction to the Privacy Act

This workshop provides participants with an overview of the Act for those who are not familiar with it.

It is particularly suitable for new Privacy Officers and others wishing to develop their understanding of the Privacy Act.

Topics covered include:

- Key concepts and definitions
- Understanding the information privacy principles
- Applying the information privacy principles
- Interface with the Official Information Act
- The complaints process
- Sound work practices

**Time: 9.00 am - 12.30 pm**

**Fee: \$170 (includes GST)**

### Wellington

4 March  
29 April  
8 July  
2 September  
11 November

### Auckland

5 March  
30 April  
9 July  
3 September  
12 November

### Christchurch

13 March  
4 September

## The Health Information Privacy Code including Mental Health

This workshop provides participants with an overview of the Health Information Privacy Code and is suited to people employed in the health sector or interfacing with the health sector.

This session also incorporates examples and issues particular to the mental health sector.

On request the workshop may be extended to discuss privacy and the mental health area specifically.

Topics covered include:

- Key concepts and definitions
- Applying the health information privacy rules
- Practical compliance with the Code and relevant legislation
- Disclosing health information
- Dealing with access and correction requests
- The Health Act and children's rights
- Interface with the Official Information Act
- Security of information

**Time: 9.00 am - 1.00 pm**

**Fee: \$195 (includes GST)**

### Wellington

4 February  
1 April  
3 June  
5 August  
7 October

### Auckland

5 February  
2 April  
4 June  
6 August  
8 October

### Christchurch

3 April  
9 October

## Our contact details

Office of the Privacy Commissioner  
PO Box 10094, Wellington 6143  
Level 4, 109-111 Featherston Street  
Wellington 6011

**Phone:** 04 474 7590 **Fax:** 04 474 7595

## E-mail address

sharon.newton@privacy.org.nz

## Website

www.privacy.org.nz

## Training Venues

### AUCKLAND Central Auckland

The Auckland venue depends on the number of participants. We will advise you of the venue address closer to the workshop date.

### WELLINGTON

Seminar Room, Level 4  
109-111 Featherston Street  
Wellington 6011

### CHRISTCHURCH

Raymond, Donnelly & Co  
Level 5, Amuri Courts  
293 Durham Street  
Christchurch 8013