

Privacy Annual Report 2017-2018

NSW Health Pathology Privacy Management Annual Report 2017-18

This report is produced to meet annual reporting obligations regarding privacy matters contained in the section 9(1)(d) of the *Annual Reports (Departments) Act 1985* (NSW) and clause 6 of the *Annual Reports (Departments) Regulation 2015* (NSW).

NSW Health Pathology is committed to safeguarding the privacy of health and personal information and has implemented measures to comply with its obligations under the *Health Records and Information Privacy Act 2002* (NSW) and the *Privacy and Personal Information Protection Act 1998* (NSW).

Actions taken include the following:

- Privacy consultation and advice to internal stakeholders;
- Participation by Privacy Contact Officer in privacy networking and professional development;
- Distribution of local and Ministry of Health privacy-related information including:
 - Privacy leaflets for patients and staff
 - Privacy Management Plan
 - Privacy policies and related procedures
 - Embedding privacy links in internal and external webpages
- Delivery of mandatory online privacy training to staff, and face-to-face training as required;
- Maintenance of intranet resources that remind staff of privacy obligations and link to relevant legislation, policies, training and Privacy Contact Officer details;
- Internal publication of privacy news articles and reminders for staff that link to staff intranet privacy resources;
- Conducting privacy impact assessments for new systems and projects to assess actual or potential impacts on individual privacy;
- Adopting a 'privacy by design' approach to new systems and initiatives.

Privacy complaints

Privacy complaints may be managed formally or informally in accordance with a range of policies. These include the NSW Health *Privacy Manual*, *Privacy Internal Review Guidelines* and *Complaint Management Policy*, and related information management policies.

Statistical details of any Internal Review(s)

No applications to NSW Health Pathology for internal review under section 53 of the *Privacy and Personal Information Protection Act 1998* (NSW) or section 21 of the *Health Records and Information Privacy Act 2002* (NSW) were received in this reporting period.

Content endorsed by NSW Health Pathology Acting Chief Executive Tony Gilbertson