



## Privacy for NSW public sector agencies

This checklist will help NSW public sector staff with compliance with the [Privacy and Personal Information Protection Act 1998](#) (PPIP) and [Health Records and Information Privacy Act 2002](#) (HRIP) and embed privacy practices into new procedures and services.

	Assessment questions	Status	Comments
<b><i>Understanding privacy in the agency</i></b>			
1	Is my organisation a NSW public sector agency?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, you may have obligations under other privacy laws and guidelines.
2	I know who the agency Privacy Contact Officer is?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, ask your manager or search your intranet.
3	I have read and understood the agency's Privacy Management Plan?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, check the agency website.
4	I have read and understood the agency's information handling policies?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, access a copy of the policy or refer to the <a href="#">State Records Act 1998</a> .
5	I have read and comply with the agency's policy on destroying personal and health information?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, access a copy of the agency's Privacy Management Plan.
6	I have read and understood the agency's process for requests to access personal or health information?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, access a copy of the agency's Privacy Management Plan.
7	I ensure access to personal and health information within my agency is limited to those with a strict need to know?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, access a copy of the agency's Privacy Management Plan.
8	I have read and comply with the agency's process to ensure personal and health information is always held securely? (eg. not sharing passwords)	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, access a copy of the agency's Privacy Management Plan.

9	I always lock my computer when I leave my workspace?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, use function ALT/CONTROL/DELETE on your keyboard and choose the lock function.
10	I never post information about workplace colleagues or service users on social media?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, review the agency Code of Conduct or relevant policy.

**Understanding the legal requirements**

11	I have refreshed my knowledge of the <a href="#">Information Protection Principles?</a>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, click on link
12	I have refreshed my knowledge of the <a href="#">Health Privacy Principles?</a>	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, click on link

**Collecting personal and health information**

13	I collect personal and health information for the right purpose? Do I really need this information and what am I going to use it for?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Review point 11 and 12 in this checklist above
14	I always advise service users how their personal information will be used and held?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, access a copy of the agency's Privacy Management Plan.
15	I always advise people I am collecting personal and health information from how they can access agency held information?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, access a copy of the agency's Privacy Management Plan.

**For more information**

Contact the Information and Privacy Commission NSW:

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