



Checklist

Updated October 2024

Identifying privacy issues

Who is this information for?	NSW public sector agency staff seeking support on identifying privacy issues
Why is this information important to them?	This checklist can be used by public sector staff to identify privacy issues during the preparation of any proposal.

During preparation of any proposal, a positive answer to any of the following questions will suggest early consultation with the Privacy Contact Officer in your agency, or with the NSW Privacy Commissioner, who has an advisory role under the [Privacy and Personal Information Protection Act 1998 \(PPIP Act\)](#) and the [Health Records and Information Privacy Act 2002 \(HRIP Act\)](#).

	Assessment questions	Status	Comments
1	Will the proposal involve the collection of personal or health information?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
2	Does the proposal envisage a new use for personal or health information that is already held?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
3	Will the proposal restrict access by individuals to their own personal or health information?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
4	Will the proposal establish or amend a public register?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
5	Does the proposal change or create any confidentiality provisions or secrecy provisions relating to personal or health information?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
6	Are any proposed powers of entry, search or seizure involved?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
7	Is any surveillance proposed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
8	Are any new or amended offences proposed relating to the misuse of personal or health information?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
9	Does the proposal involve the use of personal or health information for a purpose different to the primary purpose	<input type="checkbox"/> YES	

	Assessment questions	Status	Comments
	for which the personal information was collected in the first place?	<input type="checkbox"/> NO	
10	Will the proposal create an identification system, eg using a name, a number, or biometric signature like a finger scan? Will it require existing ID, such as a driver's licence?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
11	Is it proposed to link or match personal or health information across or within agencies?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
12	Does the proposal involve the disclosure of personal or health information outside NSW, or to a Commonwealth or other Australian government agency?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
13	Does the proposal relate to the handling of personal or health information for research or statistics, de-identified or otherwise?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
15	Does the proposal contain any other measures that may affect privacy?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

For more information

Contact the Information and Privacy Commission NSW (IPC):

Freecall: 1800 472 679

Email: ipcinfo@ipc.nsw.gov.au

Website: www.ipc.nsw.gov.au

NOTE: The information in this checklist is to be used as a guide only. Legal advice should be sought in relation to individual circumstances.