

FEATURES

Who should attend?

This session is intended for

- Staff in statutory bodies with responsibility for privacy in Victoria
- Officers with some familiarity with the privacy principles set out in the *Privacy and Data Protection Act 2014* ("PDP Act") and the *Health Records Act 2001* ("HR Act").
- This session will be suitable for new privacy officers or those wanting a refresher on the practical aspects of what their privacy role should involve.

Limited numbers

Places are strictly limited to 12 attendees.

Experience has shown that smaller groups are more effective and encourage questions and discussion.

Book early to avoid disappointment



Many privacy officers are not just dealing with privacy and when you have more than one role it can be easy to lose touch with what the requirements of your privacy role.

This half day session will provide you with solid groundwork for privacy by highlighting the information you need to know to handle privacy both internally and externally for your organisation.

After this **half day session**, you will have:

- Refreshed your knowledge of Victorian privacy laws, the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*;
- Clarified your internal obligations including staff education sharing information and auditing your workplace;
- Be better equipped to deal with complaints and liaise with external bodies such as the OVIC or VCAT.

- **Is your privacy hat one of your various other roles in your organisation?**
- **Do you feel unfamiliar with your privacy obligations?**
- **Does responding to privacy queries and complaints catch you unaware?**
- **Do you need an update on what you need to do?**



Date/Time:

Thursday, 5 March 2020

9:00am finishing approximately 1.00pm (including question time).

Venue:

FOI Solutions
Level 9, 99 William Street, Melbourne
03 9601 4111

Early bird registrations and discounts:

Regular registration cost is **\$450 + GST** but if you register before **20 February 2020** you get a 10% discount.

There is also a further 10% discount for those organisations who register 3 or more people from the same agency.

Privacy for Privacy Officers

HOW TO ATTEND

Complete form

Complete this page and return to Batskos Holdings Pty Ltd by post, fax or email (one form is required per attendee).

Payment

Payment is required *prior to attendance*. A tax invoice from Batskos Holdings Pty Ltd will be issued upon receipt of your registration form. Please forward this to your Accounts department for prompt payment. Terms and conditions of registration are available on our [website](#).

Confirmation

A confirmation will be emailed to you a week prior to your training session.

How much does it cost?

\$450 + GST per person and **10% off** per person *if registered before 20 February 2020*.

Receive a 10% discount for those organisations who register 3 or more people from the same agency.

What is included?

A copy of the presentation paper, PowerPoint slides, our **30-day** mouse mat calculator, drinks, tea, coffee and inclusion on our client list ensuring future notification of our services, training and products.

Registration Form

<input type="text"/>	Thursday, 5 March 2020
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YOUR details:

Name:	<input type="text"/>		
Position:	<input type="text"/>		
Organisation:	<input type="text"/>		
Telephone:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		
Food allergies / requirements:	<input type="text"/>		

Your ORGANISATION details: (for billing purposes)

Organisation:	<input type="text"/>		
DX Address (preferred):	<input type="text"/>		
Postal/Physical Address:	<input type="text"/>		
City:	<input type="text"/>	Postcode:	<input type="text"/>
Purchase order number:	<input type="text"/>		
Amount Payable:	A tax invoice from Batskos Holdings Pty Ltd will be issued upon receipt of your registration form.		
\$450 + GST	<input type="text"/>	<i>per person</i>	
\$405 + GST	<input type="text"/>	<i>per person if registered before 20 February 2020</i>	
10% discount	<input type="text"/>	<i>only if 3 or more attendees from the same agency</i>	
Paper only	<input type="text"/>	<i>I am unable to attend but please send me a copy of the training materials after the session date</i>	

Please return your completed form to Batskos Holdings Pty Ltd:

DX address (preferred): DX 345, MELBOURNE, VIC

Tel: 03 9601 4111

Postal address: Level 9, 99 William Street, Melbourne, 3000

Fax: 03 9601 4101

Email: marketing@foisolutions.com.au

OFFICE USE ONLY	Invoice number	<input type="text"/>	Sent by:	Date:
	Invoice in MYOB	By:	Date:	
	Spreadsheet	By:	Date:	