

Privacy Management Annual Report 2022-23

This report is produced by Bureau of Health Information (BHI) in accordance with Ministry of Health annual reporting requirements regarding privacy matters.

Part 1. Compliance activities

BHI is committed to meeting its privacy obligations under the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and the *Health Records and Information Privacy Act 2002* (HRIP Act) through appropriate governance and the provision of privacy information, training, and support to staff.

The BHI provides ongoing privacy information and support to its staff through:

- Privacy awareness training at staff orientation.
- BHI staff have been provided access to:
 - NSW privacy legislation
 - NSW Health Privacy Manual for Health Information
 - NSW Health Privacy Internal Review Guidelines
 - NSW Health Privacy Management Plan
 - Links to mandatory privacy training
 - Links to external resources including the NSW Information and Privacy Commission
- Guide and monitor mandatory on-line privacy training.
- Access to a privacy information leaflet for staff through the Chief Executive's Newsletter and intranet. Regular updates on privacy information are also provided through the Chief Executive's Newsletter.
- Privacy information is provided to consumers through the BHI website at: https://www.bhi.nsw.gov.au/nsw_patient_survey_program/privacy and https://www.bhi.nsw.gov.au/site_pages/privacy
- Privacy audits on access to information systems.
- The BHI Privacy Contact Officer has continued to provide policy and compliance support and advice, particularly in relation to access to, and disclosure of, personal health information and electronic medical records.
- The Privacy Contact Officer actively participates in privacy networking and professional development and attended privacy information and network sessions during 2022-23 which were facilitated by the NSW Ministry of Health Regulation and Compliance Unit.

Part 2. Internal review

Privacy complaints are managed in accordance the NSW Health Privacy Internal Review Guidelines. The PPIP Act provides a formal structure for managing privacy complaints relating to this Act and to the HRIP Act. This process is known as ‘internal review’.

During 2022-2023, the Bureau of Health Information received NIL applications for privacy internal review.

Report prepared by:

Approved by:

Privacy Contact Officer

Date:

Chief Executive or delegate

Date: