

Privacy Management Annual Report 2019-20

Statutory requirements

This report is produced by *Justice Health and Forensic Mental Health Network* in accordance with annual reporting requirements regarding privacy matters, as set out in:

- *NSW Annual Reports (Departments) Regulation 2015, Clause 6, and*
- *NSW Annual Reports (Statutory Bodies) Regulation 2015, Clause 8.*

Compliance activities

Justice Health and Forensic Mental Health Network is committed to meeting its privacy obligations under the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002* through appropriate governance and the provision of privacy information, training and support to staff.

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

- Provision of privacy awareness sessions at staff and volunteer orientation.
- Access to a privacy information leaflet for staff
- A privacy intranet website which provides staff with 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
- Guided on-line privacy training and provided on-demand, tailored face to face programs.
- Access to a privacy information leaflet for staff.
- Access to privacy information posters and patient information leaflets, a copy of which is available to all patients/clients attending a correctional health care facility.
- Privacy information is provided to consumers through an Information Privacy Internet site at: <https://www.justicehealth.nsw.gov.au/>
- Privacy audits on access to information systems.

The Network's Privacy Contact Officer has continued to provide policy and compliance support and advice to health service staff, 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 2019 which were facilitated by the NSW Ministry of Health Regulation and Compliance Unit.



Privacy complaints

Privacy complaints are managed in accordance the NSW Health Privacy Internal Review Guidelines.

There were no Internal Reviews at Justice Health and Forensic Mental Health Network for the period of 2019-20

Report prepared by:

A handwritten signature in black ink, appearing to read "M Hofman", written over a horizontal line.

Margaret Hofman
Privacy Contact Officer
Justice Health and Forensic Mental
Health Network

Date: 14.8.20

Approved by:

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[Chief Executive or delegate]

Gary Forrest

Chief Executive

Date: 25 Aug. 20