

SAI GLOBAL ON-LINE LEARNING

PRIVACY AWARENESS

SAI Global's *Privacy Awareness* On-line learning course is designed to provide employees at all levels of the organisation with the information which they need in order to do their daily tasks in compliance with the legislation and the National Privacy Principles. The course is specifically designed for non-legally trained employees and interprets the legislation in plain English accompanied by examples, case studies and quizzes.

The course consists of several modules:

- *Introduction*
- *The Legislation* – explores the need for the legislation, the areas it covers and to whom it applies. The section also covers enforcement and breaches.
- *National Privacy Principles* – covers the 10 Principles as they apply to the private sector
- *Rules for Disclosure* – examines how personal information needs to be kept confidential
- *Security First and Last* – looks at basic principles and practices for maintaining security of information
- *Assessment*



Australian Compliance Suite
Privacy
The Legislation

Select each question to learn about Privacy legislation and its implications.

- 1) Why do we need Privacy legislation?
- 2) What does the legislation cover?
- 3) To whom does the legislation apply?
- 4) How is the legislation enforced?
- 5) How does the legislation work?
- 6) What is considered a breach of the legislation?

Click the Continue button to move on

Page 1 of 29

The course takes approximately 60 – 80 minutes to complete. “Bookmarking” allows people to break at any time and return to the place they had reached.

The assessment consists of a subset of a larger set of questions, selected and presented in random sequence. Several formats of assessment (text-based or “game” scenarios) are available. People who reach the client-specified “pass mark” can print a certificate of achievement.

Customisation

SAI Global will meet client requests for customisation of the course. Modifications can include:

- Inclusion of a client’s logo and “house style”;
- Inclusion of a “welcome message” from a senior client executive;
- Modifying, adding or deleting content to reflect a client’s environment or requirements;
- Inclusion of links to client policies, documents or intranet sites;
- Modifying, adding or deleting questions to the “question bank”;
- Modifying the course sequence to either mandate or make optional particular screens

Administration and Delivery

The course is delivered on-line from SAI Global’s hosted facility. Users can access the web site 24 x 7. SAI Global’s standards-based Learning Management System (LMS) allows clients to automate notification and reminder e-mails to users and to provide fully configurable reports of the status of the course and of individual students or groups of students. If clients have their own standards-compliant LMS, we can provide the course content alone.

Pricing

The courseware and hosting fees are based on the number of people taking the course; customisation fees are based on the extent of work desired. IappANZ members receive a 7.5% discount from normal pricing and iappANZ itself receives a further 7.5% of the normal pricing to support its development.

Further Information

For further information on this or any of SAI Global’s hundreds of other compliance-related offerings, please contact Ross Millar at SAI Global on (02) 8206 6364 or by e-mail at ross.millar@saiglobal.com.