

# Privacy Act

## In-house Workshops

## Introduction to the Privacy Act



Privacy Commissioner  
Te Mana Matapono Matatapu

### Introduction to the Privacy Act

This workshop provides participants with an overview of the Act for those who are not familiar with it.

This workshop is particularly suitable for new Privacy Officers, and others wishing to develop their understanding of the Privacy Act.

#### Topics covered include:

- Key concepts and definitions
- Understanding the information privacy principles
- Applying the information privacy principles
- Interface with Official Information Act
- Sound work practices

#### Workshop Options

<b>OPTION 1:</b>	Half Day Workshop	
<b>TIME</b>	9:00am to 12:30pm	
<b>FEE</b>	1-10 people	\$690 (incl GST)
	10-20 people	\$1,150 (incl GST)
	Agency to organise morning tea	

<b>OPTION 2:</b>	2 Hour Workshop	
<b>FEE</b>	1-10 people	\$460 (incl GST)
	10-20 people	\$800 (incl GST)
	Over 20 people	\$800 plus \$25 for every additional person (up to max 30 people)

**NOTE** For seminars held outside of Wellington and Auckland travel expenses i.e. airfares, taxis, rental car hire and accommodation costs (if required) are charged at cost.

Workshops are also held regularly in Auckland, Wellington and Christchurch. Please refer to our website for further information: [www.privacy.org.nz](http://www.privacy.org.nz)

**Note:** Due to limited resources in-house workshops are subject to staff availability.

### Registration of Interest Form

#### Introduction to the Privacy Act



To Register your interest: print out and complete this form and return to:

Workshop Co-ordinator  
Office of the Privacy Commissioner  
P O Box 10-094, The Terrace, Wellington 6143 or  
Email: [workshops@privacy.org.nz](mailto:workshops@privacy.org.nz)

Contact Name

Organisation

Postal Address

Email Address

Phone Number

Workshop venue address

Number of attendees

Workshop option

Option 1: Half day Workshop

Option 2: 2 Hour Workshop

Proposed workshop date/time

#### Note

When we receive this completed form, we will contact you to confirm if we are able to present the workshop.

Your agency will be invoiced at the completion of the workshop or payment arranged in advance.

#### Cancellations

The Privacy Commissioner reserves the right to cancel any workshop.

The information collected on this form will be used for admin purposes for the workshop and to send you information about further workshops. You have the right to access and correct your information. This information will be held at the Office of the Privacy Commissioner located at Level 4, 109-111 Featherston Street, Wellington.