

Checklist

Identifying privacy issues early*

During preparation of any proposal, a positive answer to any of the following questions will suggest early consultation with the Privacy Contact Officer, Bríd Corrigan, on 49215922.

		Yes or No
1	Will the proposal involve collection of personal or health information, compulsorily or otherwise?	
2	Does the proposal envisage a new use for personal or health information that is already held?	
3	Will the proposal change or create any system of regular disclosure of personal or health information, whether to another part of State or local government, or to the private sector, or to the public at large?	
4	Will the proposal restrict access by individuals to their own personal or health information?	
5	Will the proposal establish or amend a public register?	
6	Does the proposal change or create any confidentiality provisions or secrecy provisions relating to personal or health information?	
7	Will the proposal meet community expectations regarding data quality?	
8	Is any surveillance proposed?	
9	Will the proposal meet community expectations regarding data disposal?	
10	Are any new or amended requirements proposed to store, secure or retain personal information?	
11	Will the proposal create an identification system, eg using a name, a number, or a biometric signature like a fingerscan? Will it require existing ID, such as a driver's licence?	
12	Is it proposed to link or match personal information across or within agencies?	
13	Does the proposal involve exchange or transfer of personal information outside NSW, whether with another government or otherwise?	
14	Does the proposal relate to handling personal information for research or statistics, de-identified or otherwise?	
15	Does the proposal contain any other measures that may affect privacy?	

*The above checklist is based on materials from the Office of the Privacy Commissioner NSW and the Office of the Privacy Commissioner Victoria.