

# Learning Manager courses

## Privacy

Bring your workers up to speed with privacy laws.

Learning Manager's *Privacy* course informs your workers of their responsibilities when dealing with personal and sensitive information.

It explains the principles of the Privacy Act, how to recognise protected information, how it may be used appropriately, what's fair and unfair collection of information, and the issues surrounding trans-border data flow.

The course has five modules that are completed online at the learner's convenience, with assessments and results given at the end of each module. Other features include a glossary of key terms, a help menu, and a bookmark function.

### What's covered

- ◆ Privacy laws
- ◆ Collection of information
- ◆ Information use & disclosure
- ◆ Data quality & security
- ◆ Recognising personal & sensitive information
- ◆ Individuals' privacy & access rights
- ◆ Direct marketing activities and obligations
- ◆ Dealing with old data and keeping data up-to-date



For further information on this or our other Learning Manager courses, please contact the *risksupport* Helpdesk on:

**1300 660 827**  
[www.risksupport.org.au](http://www.risksupport.org.au)

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