



## Identifying privacy issues

During preparation of any proposal, a positive answer to any of the following questions will suggest early consultation with the Privacy Contact Officer in your agency, or with the NSW Privacy Commissioner, who has an advisory role under the [Privacy and Personal Information Protection Act 1998](#) and the [Health Records and Information Privacy Act 2002](#).

	Assessment questions	Status	Comments
1	Will the proposal involve collection of personal/health information, compulsorily or otherwise?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
2	Does the proposal envisage a new use for personal/health information that is already held?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
3	Will the proposal restrict access by individuals to their own personal/health information?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
4	Will the proposal establish or amend a public register?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
5	Does the proposal change or create any confidentiality provisions or secrecy provisions relating to personal/health information?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
6	Are any proposed powers of entry, search or seizure involved?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
7	Is any surveillance proposed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
8	Are any new or amended offences proposed relating to the misuse of personal/health information?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
9	Am I disclosing personal or health information for the primary purpose for which the personal information was collected in the first place?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

	Assessment questions	Status	Comments
10	Will the proposal create an identification system, eg using a name, a number, or biometric signature like a finger scan? Will it require existing ID, such as a driver's licence?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
11	Is it proposed to link or match personal/health information across or within agencies?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
12	Does the proposal involve exchange or transfer of personal/health information outside NSW, whether with another government or otherwise?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
13	Does the proposal relate to handling personal/health information for research or statistics, de - identified or otherwise?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
15	Does the proposal contain any other measures that may affect privacy?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

*\*This checklist is based on the Office of the Victorian Privacy Commissioner model. Reproduced with alterations with kind permission from Privacy Victoria.*

### For more information

Contact the Information and Privacy Commission NSW:

**freecall:** 1800 472 679  
**email:** [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)  
**website:** [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)