#  **Catalogue of education and training delivered by OVIC**

| Name of education initiative | Method of delivery & duration (eg f2f, e-learning, online webinar) | Frequency of delivery (eg monthly, quarterly, ad hoc, on request, self-paced) | Target audience | Topics covered |
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| Introduction to Information Privacy and the Privacy and Data Protection Act 2014 | 5.5hr online presentation | Monthly | VPS staff who work within the privacy space | This training provides public sector staff with guidance on the information privacy principles, the *Privacy and Data Protection Act 2014*(Vic), and the information lifecycle. |
| Administering the Freedom of Information Act 1982 | 2 x 3.5hr online presentations | Monthly | FOI practitioners within the VPS | This training provides public sector staff with guidance on the *Freedom of Information Act 1982*(Vic) and how to process a FOI request.  |
| Information Access Series webinars | 1 hour webinar | Monthly | FOI practitioners within the VPS | This training provides public sector staff with guidance on the *Freedom of Information Act 1982*(Vic) and any updates to the FOI Acr. It also delves into specific topics within the FOI Act.  |
| Victorian Information Security Network forum | Online session usually 1.5hrs in duration | Every 6 months | Information Security Leads, VPS practitioners, agency staff and Industry personnel | Members of OVIC’s Information Security Unit and Privacy Guidance and Dispute Resolution team, as well as stakeholders from across the VPS discuss issues relating to information security. |
| Victorian Privacy Network meeting | Online session usually 3hrs in length | Every 6 months | Meetings are open to anyone working directly in privacy and information management or who have an interest in the area. | The Victorian Privacy Network provides an opportunity for privacy and information management professionals to hear from speakers as they discuss a range of topics, including:* the de-identification of personal information, including the benefits, risks and practical tips;
* latest insights from information security incident reports;
* compensation in privacy complaints; and
* public sector experiences in the outsourcing and management of cloud-based systems.
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| PDSP Reporting Ask Us Anything Sessions | Online1hr session | In the lead up to the end of financial year | Both VPS and Private Industry are welcome to participate in the sessions, as long as they have an active role in the upcoming PDSP reporting submission. | For those with questions about a field in the Organisation Profile Assessment of the Protective Data Security Plan (**PDSP**)? Unsure who’s responsible for the submission of your organisation’s PDSP? Want to know how to interpret the maturity ratings of a Standard? Join OVIC’s Information Security Unit (**ISU**) for one of our 2022 Reporting - Ask Us Anything Sessions.These conversations are led by participants, with the ISU available to answer any questions you have relating to the upcoming PDSP submission deadline. |
| Class B Cemetery Trusts 2022 Protective Data Security Plan Q&A | 1 hour presentation followed by 30 minutes for questions | Ad Hoc | Class B Cemetery Trust Chairpersons, Secretaries and members |  |
| Privacy Awareness week (PAW) | Online | Beginning of May | Anyone with an interest in privacy matters | Various topics on privacy |
| International Access to Information Day (IAID) | Various sessions throughout the week online | Around September 26 | Anyone with an interest in information to access matters | International Access to Information Day (**IAID**) is celebrated annually on **28 September** to raise awareness of the importance of open government, and the public’s right to access government-held information. |
| FOI and Privacy virtual regional roadshow | 2hrs via webinar | Once a year | Victorian public sector FOI and Privacy practitioners in regional areas | Various and dependant on what is topical at the time.  |
| Ask Us Anything – the FOI annual agency survey process | 1hr | Sessions end of June and early July to coincide with the reporting period. | VPS staff who have an active role in the reporting | OVIC will be delivering information sessions via webinar to help FOI practitioners across the Victorian public sector complete OVIC’s online annual FOI data collection. |
| Caretaker Conventions | 15 minutes with time for Q&A | Ad hoc when it is an election year | FOI practitioners in the VPS | Caretaker conventions related to the upcoming Victorian State Government election. The session runs for **15 mins** with time for Q&A at the end. |
| VPSC Grad Recruit sessions | 2 hr session online to hear from all areas of OVIC | Once a year | VPS graduates | Convers topics on FOI, privacy and information security and what is expected of graduates working within the VPS |
| Professional Standards | Online LMS | Self paced | Anyone with an interest in either FOI or privacy | This course has been designed to provide essential information to agencies and FOI practitioners about how to apply the Freedom of Information Professional Standards, which came into effect in December 2019. |
| Processing a request | Online LMS | Self paced | Anyone with an interest in either FOI or privacy | This module is designed to give freedom of information (FOI) officers a general understanding of how to process an access request under the Freedom of Information Act 1982 (Vic) (FOI Act).Guidance about the application of the Professional Standards relating to how agencies should administer and operate the FOI Act is also incorporated in this module. |
| Exemptions in Part IV of Freedom of Information Act | Online LMS | Self paced | Anyone with an interest in either FOI or privacy | This course contains the modules listed below. Each module provides you an overview of the key factors to consider, and relevant case law. * *An*[*introduction to decision making, the exemptions and consultation*](https://elearning.ovic.vic.gov.au/mod/scorm/view.php?id=12)*;*
* *Section 30;*
* *Section 32;*
* *Section 33;*
* *Section 34(1)(b);*
* *Section 34(4)(a)(ii);*
* *Section 35(1)(b);*
* *Section 38.*
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| Introduction to Privacy in the Victorian Public Sector | Online LMS | Self paced | Anyone with an interest in either FOI or privacy | This course has been designed to provide Victorian public sector employees with a general understanding of information privacy and their privacy obligations under the Privacy and Data Protection Act 2014. |
| Managing the Privacy Impacts of Data Breaches | Online LMS | Self paced | Anyone with an interest in either FOI or privacy | This course has been designed to assist employees in VPS organisations who may have responsibilities for preparing for and responding to the privacy impacts of data breaches that involve personal information. |
| Privacy Impact Assessment (PIA) | Online LMS | Self paced | Anyone with an interest in either FOI or privacy | This course has been designed to enhance the capabilities of privacy officers and privacy teams. It will provide a base level understanding of key elements of a PIA, including:* what is a PIA and why is it necessary?;
* when a PIA should be done and by whom;
* the different elements of a PIA;
* how to use a PIA to identify and assess the potential privacy risks of a project or program; and
* identifying risk mitigation strategies to address the identified privacy risks.
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| Executive Briefing session | Online 1 hour session | Once a year | Senior VPS executives | Covering a variety of topics which are relevant at the time.  |
| Bespoke training sessions | 1 – 2.5hrs in duration | As required | Any FOI and privacy practitioners | Running sessions on particular points of interest on FOI and/or privacy. |