Privacy Office - 2023 plan on a page

Our purpose:
The Privacy Office protects the privacy of the ANU community by embedding and supporting privacy compliance and best practice in University processes, systems and governance.

Our goals:
1. Provide accurate and evidenced advice and guidance to build the confidence of the ANU community;
2. Collaborate with the ANU community to enhance positive privacy culture and practices;
3. Inspire trust in the ANU Community by protecting their privacy and responding transparently to privacy matters; and
4. Ensure an inclusive and positive environment by supporting colleagues, students and the ANU community.

Our plan:
These deliverables and objectives are supported by a 2023 workplan, which sets out activities for 'enquiry management & University support', 'training & guidance', 'policy & procedure development' and 'communication & engagement.'

Quarter	Primary deliverable	Objectives	Stakeholders	Key indicators
Q3/2023	Education and awareness program	Increase awareness of ANU Privacy training and guidance resources. Focus on increasing organisational maturity in the implementation of privacy best practice, Engage with key stakeholders and identify where additional resources and support can be provided in 2023 and beyond.	• SDDs • College GMs • CISO	Identified stakeholders consulted on their privacy training and support needs by end of Q3/2023. Uplift of Privacy SharePoint site by end of Q3/2023. Identify opportunity for cross-collaboration training with University Records, Governance and Information Security by end of Q4/2023. Privacy training plan for 2024 developed by end of Q4/2023.
Q4/2023	Implementation of suite of standard operating procedures for ANU Privacy Office	Develop standard procedure documentation for all privacy office processes and practices. Ensure compliance, reporting and engagement activities are documented for future-proofing corporate knowledge.	• ANU Privacy officer	SOP on managing duplicate student IDs drafted by end of Q3/2023. SOP for a non-standard survey privacy assessment checklist drafted by end of Q3/2023. SOP on monthly and annual privacy reporting drafted by end of Q4/2023. SOP on assessing and recording PIAs drafted by end of Q4/2023. SOP on communications and engagement drafted by end of Q4/2023.