Privacy Internal Review Workflow

1 — OFFICIAL COMPLAINT FOR INTERNAL REVIEW

An individual submits a formal internal review formal of **WSU's** conduct in handling PI within **6 months** from the time they first became aware of the conduct.

2 — PRIVACY OFFICER CONDUCTS THE REVIEW

The Privacy Officer must conduct the Internal Review in accordance with Parts 3 or 5 of PPIPA / HRIPA, and cl 47 of the Privacy Management Plan.

3 — COMPLETE WITHIN 60 DAYS

The internal review must be completed by the University within **60 days** from the day on which the application was received.

4 — NOTIFY NSW IPC

The Privacy Officer must notify the NSW IPC of the internal review applications received, the progress made, and any findings and actions. The NSW IPC may make submissions.

5 — NOTIFY APPLICANT WITHIN 14 DAYS

The Privacy Officer has **14 days** in which to advise the applicant of the outcome, and its actions.