

# Draft Consumer Privacy Network guidelines

## Purpose

1. The Consumer Privacy Network (CPN) will assist the Office of the Australian Information Commissioner (OAIC) to understand and respond to current consumer privacy issues.
2. The aim of the CPN is to provide a forum to engage with privacy issues affecting consumers and to ensure that:
  - OAIC resources, publications and policy positions are informed by the privacy issues that are affecting regulated entities and the community
  - the OAIC is briefed on consumer privacy issues or concerns that are impacting consumers.

## Responsibilities

3. Meetings will be chaired by the OAIC.
4. Members of the CPN will be responsible for providing input into the OAIC's work and advice to the CPN on behalf of their organisation on broader consumer privacy issues.

## Membership

5. The OAIC will open an Expressions of Interest (EOI) for membership of the CPN.
6. The final membership of the CPN will be at the discretion of the OAIC and may change over time.
7. Members will be representing an organisation or group on the CPN.

## Entitlements

8. Members will not be eligible for financial compensation for their time or expenses to take part in meetings.

## Frequency

9. Meetings will take place on a bi-annual basis. A calendar of proposed dates for future meetings will be circulated once membership of the CPN is determined.

## Location

10. Meetings will be held alternately at the OAIC office in Sydney, and then alternately between Melbourne, Brisbane and Canberra.
11. Teleconference facilities will be made available to members who are unable to travel to Sydney, or other locations, for a meeting.
12. Members will also have access to an online forum to discuss matters between meetings.

## **Agenda**

13. The OAIC, in consultation with members, will formulate a draft agenda, based partly on matters held over at the previous meeting or listed in minutes of previous meetings for report at the next meeting.
14. Standard agenda items at each meeting include:
  - meeting formalities (adoption of previous minutes, confirmation of dates of next upcoming meetings)
  - updates from the OAIC on its work program
  - opportunities for consultation on the OAIC's work.
15. The OAIC will circulate draft agendas in advance of upcoming meetings, requesting comments and additional items. The OAIC will update the agenda in response to comments.

## **Minutes and actions**

16. Minutes will be prepared by the OAIC and circulated in a timely manner electronically after the meeting.
17. Actions or carry over items should be clearly identified. The OAIC will circulate a list of actionable items as soon as possible following the meeting. This may precede circulation of the full minutes.