



PRIVACY POLICY FOR PERSONAL INFORMATION

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1 PURPOSE AND APPLICATION

- 1.1 This Privacy Policy establishes how the College protects personal information and explains:
- 1.1.1 what personal information the College collects;
 - 1.1.2 how the College uses/discloses that information;
 - 1.1.3 how the College stores that information; and
 - 1.1.4 your entitlement to access personal information.

By 'personal information', we mean information or an opinion about an identifiable individual or an individual whose identity can be reasonably ascertained.

- 1.2 The College is required to comply with the requirements of the Privacy Act 1988 (Cth) (Australia) and the Privacy Act 1993 (New Zealand).

This policy applies to all personal information collected, stored, used and disclosed by the College.

2 WHAT PERSONAL INFORMATION THE COLLEGE COLLECTS

- 2.1 The College only collects personal information that is relevant to and reasonably necessary for the College to fulfil its purposes, functions and objectives, including to serve and work with its members, employees and other individuals (collectively **"you"**).
- 2.2 The main points at which your personal information may be collected by the College are:
- 2.2.1 on visiting the College website;
 - 2.2.2 when applying to join the College as a Fellow or Trainee, or being assessed as an OTP;
 - 2.2.3 when undertaking College examinations, undertaking training or undertaking peer review;
 - 2.2.4 on submission of continuing professional development compliance records;
 - 2.2.5 when applying to and joining the College as an Employee;
 - 2.2.6 when making a donation to the College or to the Foundation; and
 - 2.2.7 when otherwise contacting with or communicating with the College
- 2.3 The type of information the College may collect includes, but is not limited to:
- 2.3.1 name, address, email address, other contact details and date of birth;
 - 2.3.2 qualifications, experience, medical training and work history;
 - 2.3.3 medical registration details in Australia and/or New Zealand, and where applicable from overseas;
 - 2.3.4 hospital affiliation and any other specialist or other relevant memberships;
 - 2.3.5 details of continuing professional development that you have completed;
 - 2.3.6 examination results and details of any professional qualifications, training and assessment; and
 - 2.3.7 the amount of any donation made.
- 2.4 We generally collect personal information directly from you and from third parties associated with your training or peer review, for example referees, supervisors and peer reviewers.



- 2.5 Some information we collect is 'Sensitive Information' (as defined in the Privacy Act, such as memberships of a professional association). Such information will only be collected with your consent.
- 2.6 The only personal information the College collects from you via its website is that which you agree to provide, for example, when you complete an online form or application for education or registration to attend a seminar.

3 HOW THE COLLEGE USES/DISCLOSES THAT INFORMATION

- 3.1 The College does not sell or rent the personal information it has collected to organisations such as telemarketers, mailing list brokers, pharmaceutical companies or medical equipment companies.
- 3.2 In general terms, personal information held by the College may be used by the College or disclosed to third parties for one or more of the following purposes:
 - 3.2.1 training, peer review, assessments, examinations and continuing professional development. This may involve the disclosure of personal information to third parties connected with training, peer review, assessments, examination and continuing professional development such as current or future supervisors, speciality societies and the Australian Medical Council and the Medical Council of New Zealand;
 - 3.2.2 membership registration;
 - 3.2.3 inviting you to attend College events and/or offering seminars endorsed or supported by the College. This may involve disclosure of your personal information to third party seminar organisers for the purpose of event registration;
 - 3.2.4 offering member benefits and other services to you, such as the College's e-bulletin updates and discounts on products and services available to College members that are provided by external partners to the College. You may request that this information not be sent to you;
 - 3.2.5 sending notices and information to Fellows about College events, elections and committees and otherwise communicating with you. This may involve the disclosure of your personal information to third parties engaged by the College to assist with the sending of notices or information or to manage our communications with you;
 - 3.2.6 confirming your membership of the College to members of the public;
 - 3.2.7 reporting to regulators and government departments in relation to training, peer review, assessments, examination and continuing professional development or as otherwise required by law;
 - 3.2.8 providing information about members to academic or research institutions and academic or research publishers, that the Board considers to be appropriate bodies for the College to share information about members with;
 - 3.2.9 monitoring or investigating the conduct of Members under the College Constitution, the Code of Conduct and the Working Together Policy;
 - 3.2.10 procuring funding, donations or other support for the activities of the College, including the Foundation;
 - 3.2.11 conducting or facilitating research or surveys for purposes related to the College or its activities; and
 - 3.2.12 otherwise collecting, using or disclosing personal information about you in a manner consistent with the purposes, objectives and functions of the College.



4 HOW THE COLLEGE STORES THAT INFORMATION

- 4.1 The College is responsible for ensuring that personal information held by the College about you is protected by such security safeguards as it is reasonable in the circumstances to take against loss, unauthorised access, modification, disclosure or other misuse of your personal information.

5 ENTITLEMENT TO ACCESS PERSONAL INFORMATION

- 5.1 You are entitled to request access to your personal information held by the College.
- 5.2 In normal circumstances the College will give you full access to your information.
- 5.3 However, there may be some legal or administrative reasons to deny access. If the College decides to deny access, the College will provide you with the reason why.
- 5.4 You are also entitled to request that any personal information about you is amended if it is incorrect.

6 KEEPING INFORMATION ACCURATE AND UP TO DATE

- 6.1 The College makes every reasonable effort to keep your information accurate and up to date, in order for the College to provide the best possible service to you. You can assist by keeping the College informed of any updates such as address change, email change or legal name change. If you find errors in your personal information, please advise the College and it will make the appropriate corrections.

7 DISCLOSURE TO RECIPIENTS OUTSIDE AUSTRALIA OR NEW ZEALAND

- 7.1 The College may, from time to time, disclose your personal information to recipients outside Australia or New Zealand.
- 7.2 Unless otherwise required by law or with your consent, the College will not normally disclose your personal information to recipients outside Australia or New Zealand unless the College believes that the personal information will be treated by the recipient in accordance with a substantially similar information privacy law or scheme applying in the recipient country.

8 CONTACTING THE COLLEGE

- 8.1 If you require any further information, wish to submit a complaint about a breach of privacy by the College, wish to obtain access to your personal information held by the College, or have any questions regarding the College privacy policy or its handling of personal information please contact the Privacy Officer on telephone: 02 9256 9611 (Aus) or +64 2 9256 9611 (NZ).
- 8.2 You may also have a right to complain to the Privacy Commissioner. For further information contact the Privacy Commissioner in Australia or New Zealand on:
- 1300 363 992 (Australia)
- 0800 803 909 (New Zealand)



9 DEFINITIONS

Term	Means
“Board”	the Board of Directors of the College as defined in the College Constitution
“College”	The Royal Australasian College of Physicians, ACN 000 039 047, a company limited by guarantee.
“Fellow” and “Trainee” and “Member”	have the same meaning as in the College Constitution
“Foundation”	RACP Foundation
“OTP”	Overseas trained physician

10 HISTORY

Item	Amendment	Date
1.	Initial approval.	09 April 2014
2.		
3.		