

# Privacy Policy

## Introduction

The Remote Vocational Training Scheme Ltd (RVTS) is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information about a person whose identity is apparent or can be reasonably ascertained.

## Purpose

The purpose of this document is to provide a framework for RVTS in dealing with privacy considerations.

## Policy

RVTS collects and administers a range of personal information to assist in its function of providing training programs and services. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

RVTS recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other.

The organisation will adopt the Australian Privacy Principles (APP's) contained in schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

In broad terms this means that we:

- collect only information which the organisation requires for its primary function of providing vocational training towards FRACGP and FACRRM for medical practitioners in Aboriginal and Torres Strait Islander and remote and isolated communities throughout Australia;
- ensure that individuals are informed as to why we collect the information and how we administer the information gathered;
- use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- store personal information securely, protecting it from unauthorised access; and
- provide individuals with access to their own information, and the right to seek its correction.

This Policy documents the Procedures which RVTS will adhere to in dealing with personal information.

## Procedures

### Collection of information

RVTS will:

- only collect information that is necessary for the performance and primary function of RVTS.
- notify individuals about why we collect the information and how it is administered.
- notify individuals that this information is accessible to them.

### Use and Disclosure of information

RVTS will:

- only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- obtain consent from the affected person for any other use of personal information.

### Data Quality

RVTS will:

- take reasonable steps to ensure the information we collect is accurate, complete, up-to-date, and relevant to the functions we perform.

### Data Security and Retention

RVTS will:

- safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- only destroy records in accordance with the *RVTS Records Management Policy*.

### Openness

RVTS will:

- ensure individuals are aware of the RVTS Privacy Policy and its purposes.
- make this information freely available in relevant publications.

### Access and Correction

RVTS will:

- ensure individuals have a right to seek access to information held about them and to correct any information that is inaccurate, incomplete, misleading or not up-to-date.

### Anonymity

RVTS will:

- give individuals the option of not identifying themselves when completing evaluation forms or opinion surveys.

### Making information available to other service providers

RVTS:

- can only release personal information about a person with that person's express permission. For personal information to be released, the person concerned must sign a release form.
- can release information to third parties where it is requested by the person concerned.

### Dealing with Complaints

RVTS will resolve any privacy complaints as quickly as possible in accordance with the *RVTS Complaints and Grievances Policy*. RVTS may also exercise its right to deny access to particular information in certain circumstances, such as when legal proceedings may have commenced.

## Responsibility

The CEO is responsible for adopting this Policy.

The CEO and all staff members and contractors are responsible for the implementation of this policy.

The organisation's Operations Manager is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.

## Resources

**Australian Privacy Principles** contained in schedule 1 of The Privacy Amendment (Enhancing Privacy Protection) Act 2012 which amends the Privacy Act 1988 (Cwth)

## Related documents

*RVTS Records Management Policy*

*RVTS Quality Manual s5. Information Management*

*RVTS website*

## Document control

**Warning – Uncontrolled when printed! The current version of this document is kept on the RVTS server.**

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