

## Policy

Eastern Victoria GP Training Limited (EV) is committed to providing quality services to everyone that EV comes in contact with and this policy outlines EV's ongoing obligations to in respect of how EV manages any persons Personal Information.

EV have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Commonwealth) (the Privacy Act). The APPs govern the way in which EV collect, use, disclose, store, secure and dispose of Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at [www.aaic.gov.au](http://www.aaic.gov.au)

### What is Personal Information and how do EV collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information EV may collect include, but are not limited to names, addresses, email addresses, phone numbers, medical, security (police checks) and welfare information of employees, registrars and training practices.

This Personal Information is obtained in many ways including:

- Applications and interviews
- Digital and hard copy correspondence
- Telephone calls
- Practice visits
- Via the EV website [www.evgptraining.com.au](http://www.evgptraining.com.au) both directly and using Google Analytics and cookies
- Mailing lists – EV use an in-house Pivotal database, Checkbox and Mailchimp to manage EV mailing lists. Anyone can access the privacy policies for Checkbox and Mailchimp on their websites.
- Event registration
- Social networking services such as Twitter and Facebook. Access the privacy policies for Twitter and Facebook on their websites.

EV may also collect Personal Information from other publicly available sources or third parties.

EV collect Personal Information for the primary purpose of general practice education and training and in accordance with contractual arrangements with the Commonwealth Department of Health. EV's primary role is to equip registrars with the skills required to become independent General Practitioners through completion of the fellowship requirements of the Royal Australian College of General Practitioners (RACGP) or fellowship of the Australian College of Rural and Remote Medicine (ACCRM).

When EV collect Personal Information we will, where appropriate and where possible, explain to persons why we are collecting the information and how we plan to use it.

### Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by EV only:

- For the primary purpose for which it was obtained or for a secondary purpose that is directly related to the primary purpose
- With consent, or where required as authorised by law.

### Third Parties

Where reasonable and practicable to do so EV will collect Personal Information only from the individual. However, in some circumstances EV may be provided with information by third parties. If EV receives a request from the individual, EV will take all reasonable steps to ensure that the individual is provided with a copy of the information provided to EV by any third party.

## Disclosure of Personal Information

Personal Information may be disclosed in a number of circumstances, including to third parties where consent is provided to the use or disclosure and where required or authorised by law. Any disclosures made under this policy will be those required under the Australian Privacy Principles, or otherwise at law.

## Security of Personal Information

Any Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When Personal Information is no longer needed for the purpose for which it was obtained, EV will take reasonable steps to destroy or permanently de-identify the Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by EV for a minimum of 7 years after a registrar has obtained fellowship with the RACGP or ACCRM, or individual staff member's employment ceases.

## Access to Personal Information

A person may access their Personal Information EV holds about individuals and to update and/or correct it, subject to certain exceptions. If a person wishes to access their Personal Information, please contact us in writing.

In order to protect an individual's Personal Information EV may require identification before releasing the requested information.

## Maintaining the Quality of Personal Information

It is important to EV that a person's Personal Information is up to date. EV will take reasonable steps to make sure that any Personal Information is accurate, complete and up-to-date. If an individual finds that the information EV has is not up to date or is inaccurate, advise us as soon as practicable so the records can be updated and ensure EV can continue to provide quality services.

## Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

EV GP TRAINING HAWTHORN  
15 Cato Street, Hawthorn,  
Victoria 3122

T: 1300 851 753

F: (03) 9822 9011

E: [privacyofficer@evgptraining.com.au](mailto:privacyofficer@evgptraining.com.au)

EV GP TRAINING CHURCHILL  
Suite B2, 50 Northways Road  
Churchill, VIC, 3842

T: 5132 3100 or 1300 851 753

F: (03) 5132 3133

E: [privacyofficer@evgptraining.com.au](mailto:privacyofficer@evgptraining.com.au)

## Definitions

*Data breach* – “The situation where personal information held by an agency organisation is lost or subjected to unauthorised access, modification, disclosure, or other misuse or interference.” (Office of the Australian Information Commissioner).

*Personal information* - Information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

*Contractors* – registrars, supervisors, medical educators

## Additional Information

- Australian Privacy Principles (2014)
- Office of the Australian Information Commissioner <http://www.privacy.gov.au/>

## Relevant Legislation

- Privacy Act 1988 (Commonwealth)
- Privacy Amendment (Enhancing Privacy Protection) Act 2012
- Privacy Amendment (Notifiable Data Breaches) Act 2017
- Public Records Act 1973
- Public Records Regulations 2013

# IM-Gov-7.4 Privacy Policy



<b>Title (including ID Number)</b>		IM-Gov-7.4 Privacy Policy			
<b>Policy owner (position title)</b>		Board			
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