

# Sutherland Cranial Teaching Foundation of Australia and New Zealand

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<b>Manual:</b>	<b>Policies and Procedures</b>	<b>Issue Date:</b>	<b>Aug 2012</b>
<b>Section:</b>	<b>Corporate Governance</b>	<b>Review Date:</b>	<b>Aug 2015</b>
<b>Subject:</b>	<b>PRIVACY POLICY</b>	<b>Version No:</b>	<b>1.0</b>

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## 1. Introduction

- 1.1 In collecting, storing and using information, the Sutherland Cranial Teaching Foundation of Australia and New Zealand (the SCTF of ANZ) is bound by the provisions of the *Privacy Act 1998 (Cth)*(the Act). The Act sets out a series of privacy principles that must be observed in the management of personal information. Our policies in relation to these principles are set out below.
- 1.2 Upon request to the SCTF of ANZ you may find out what personal information the SCTF of ANZ holds about you, for what purposes it holds this information and how it collects, holds, uses and discloses that information.

## 2. Definitions

- 2.1 **Personal Information** - information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in material form or not, about an individual whose identity is apparent, or can be reasonably ascertained, from the information or opinion.
- 2.2 **Confidentiality** - an obligation enforceable at law, which prohibits providers using or disclosing information unless this is permitted with the consent of the person to whom the information relates, or if it is authorised by law. Health service providers have an ethical and legal obligation to keep information about their clients secure and protected from loss, misuse, unauthorised access or disclosure. They are also legally required to limit use and disclosure of client information to authorised persons in an authorised manner.
- 2.3 **Privacy** - privacy of personal information is a term broader than confidentiality, referring to an individual's claim to exercise appropriate control over when, how and to what extent their personal information is communicated to others. Maintaining privacy of personal information is about respecting the person's claim to privacy of their information at all times during the collection, storage, release, archiving and disposal of that information.

## 3. Legislative Context

*Public Records Act 1973*  
*Freedom of Information Act 1982*  
*Privacy Act 1998 (Cth)*

## 4. Policy

### 4.1 **Collection of personal information**

The SCTF of ANZ will only collect personal information with your prior knowledge and consent. The SCTF of ANZ will use the information provided by you only for the purposes for which it was collected.

### 4.2 **Use and disclosure of personal information**

The SCTF of ANZ collects information from applicants for various courses in osteopathy in the cranial field to assess eligibility for, and in the administration of, the course. For these purposes, personal information may be provided to administrators, lecturers and examiners employed or engaged by the SCTF of ANZ. The SCTF of ANZ will not, except as described, disclose personal information to a third party unless required to do so by law or other regulation.

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### 5. Specific issues relating to the use and disclosure of information

#### 5.1 *Data quality and security*

The SCTF of ANZ endeavours to ensure that the personal information it holds is accurate, complete and up to date. To assist the SCTF of ANZ with this please, you are requested to inform the secretariat of any changes to your details.

5.2 The SCTF of ANZ has implemented policies and procedures to protect any personal information that it has under its control from unauthorised access, improper use, alteration, unlawful or accidental destruction and accidental loss. The SCTF of ANZ will remove all personal information from its system when it is no longer required, in accordance with relevant disposal schedules.

#### 5.3 *Openness*

The SCTF of ANZ will inform you of the personal information it has collected, why it is collected, what is done with it, whether it is released and how you may access it.

#### 5.4 *Access to and correction of personal information*

You are entitled to request access to the personal information that the SCTF of ANZ holds about you and to seek to correct inaccurate information.

#### 5.5 *Sensitive information*

The SCTF of ANZ does collect sensitive information, such as information about health status related to the practical component of SCTF of ANZ courses. When it is necessary to collect such information, it will be done in accordance with the Act and with your knowledge and permission. This information will not be disclosed without your consent.

### **Please contact the SCTF of ANZ if:**

- You believe someone has gained access to your personal information by mistake
- You would like to discuss our privacy policy
- You wish to know what personal information the SCTF of ANZ is holding about you, or you would like to gain access to or amend that information

The Executive Officer of the SCTF of ANZ is the designated Privacy Officer. The Executive Officer can be contacted by writing to:

Executive Officer  
The Sutherland Cranial Teaching Foundation of Australia and New Zealand  
PO Box 18053  
Collins Street East  
Melbourne VIC 8003  
AUSTRALIA

Or by email: [eo@sctfanz.org.au](mailto:eo@sctfanz.org.au)