



AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

ACSEP Privacy Policy

Purpose

ACSEP is committed to maintaining the highest standards of privacy protection.

This Policy is to outline how ACSEP collects, uses, discloses and handles personal information and describes the practices, procedures and systems it has in place for protecting privacy.

ACSEP complies with the *Privacy Act 1988 (C'With)* and is bound by the Australian Privacy Principles. Where ACSEP conducts activities outside Australia, it or its Members may also be subject to privacy laws of the jurisdiction in which they are operating. However, even where ACSEP is not bound by the privacy law of a jurisdiction, it strives to act consistently with the privacy principles and laws that apply wherever it operates.

In this Policy, unless the context indicates otherwise:

- *Personal information* means information about an individual, including contact information, employment details, referee information, education and employment history, qualifications, credit card/bank details. A reference to *Personal Information* includes *Sensitive Information* and *Health Information*;
- *ACSEP Member* includes a Fellow, Associate Fellow, Registrar, Student Member, Overseas Trained Specialist, Retired Fellow and Committee Member; and
- *ACSEP Staff* includes individuals who are employees or contractors of ACSEP.

ACSEP Members and ACSEP Staff must:

- Be aware of and support ACSEPs commitment to the protection of privacy at all times;
- Comply with this Policy, and with any privacy laws that apply in the relevant jurisdiction, when handling Personal Information about ACSEP Members and/or ACSEP Staff, or carrying out ACSEP related functions or activities; and
- Provide such assistance as ACSEP may require to deal with inquiries and complaints about privacy.

Policy

1. Collection of Personal Information

ACSEP needs to collect a range of Personal Information to meet its objectives and serve the needs of its Members.

ACSEP therefore collects Personal Information about:



- ACSEP Members and people applying to become ACSEP Members;
- ACSEP Staff and applicants for employment;
- Service providers, contractors and other individuals who perform functions for or on behalf of ACSEP;
- People associated with ACSEP Members or applicants for membership (such as referees, supervisors and colleagues); and
- Business partners, consumer representatives and other stakeholders.

ACSEP is likely to need to collect a range of Personal Information in order to consider the application and manage the membership or program. The information ACSEP needs to collect may include:

- Personal contact details;
- Current employment information and contact details;
- Banking and/or credit card details;
- Names and contact details of referees and previous employers;
- Education and training history;
- Qualifications, specialisations and interests;
- Information about professional memberships; and
- Information about Medical Board or other relevant registration.

From persons attending events or participating in education or training activities, ACSEP may collect information about dietary requirements and travel needs.

For persons who are, or are applying to become ACSEP staff, or service providers or contractors, ACSEP needs to collect Personal Information relevant to the appointment or engagement. ACSEP will also collect information about business partners and stakeholders to the extent necessary for the purpose of its relationship or dealings with them.

ACSEP tries only to collect Personal Information to the extent that it needs to do so to carry out its functions or activities. Therefore, if the Personal Information ACSEP asks for is not provided, ACSEP may not be able to progress an application, provide services to its Members or otherwise provide the assistance being sought.

Most of the Personal Information ACSEP needs to collect about Members and applicants for membership is collected directly from the individual concerned. However, ACSEP may also collect Personal Information from third parties, such as referees, employers or colleagues of the Member or applicant for membership. ACSEP will only do this with consent. If consent is not provided, ACSEP may not be able to process the application.

ACSEP will take all reasonable steps to ensure that the information provided from any third party can be verified for accuracy, currency and completeness.

When obtaining Personal Information, ACSEP is required to ensure an individual is aware of:



- The purposes for which it is collecting the information in the particular circumstances;
- The types of individuals or organisations to which such information may be disclosed;
- The consequences for ACSEP not being able to collect the information;
- Any law that requires the information to be collected;
- Whether the information is likely to be disclosed to recipients outside Australia, and if practicable the countries where they are located;
- Obtaining access to Personal Information ACSEP holds; and
- Making a privacy complaint.

2. Use and disclosure of Personal Information

ACSEP uses Personal Information about Members and applicants for membership for a range of purposes, including:

- Processing applications for membership or categories of membership;
- Updating, maintaining and administering its membership base;
- Providing training, professional development and accreditation services and programs;
- Monitoring professional performance and investigating complaints;
- Monitoring, evaluation and quality assurance of ACSEP programs and services; and
- Procuring funding and other forms of support for ACSEP's services and activities.

ACSEP may be asked from time to time to provide information about Members, together with information about their professional qualifications and experience and/or position or standing within ACSEP to organisations for a range of purposes relating to the role and activities of the member. Such purposes may include:

- Regulatory activities carried out by AHPRA or other regulatory bodies;
- Credentialing or quality assurance activities;
- Recruitment of Sport and Exercise Physicians or related professionals;
- Sourcing expert advice or consultancy services or particular skills; or
- Identifying Members for appointments or awards.

ACSEP will only disclose this information with the Member's consent unless it is required or authorised by law to do so without consent.

Where ACSEP needs to contact or collect information about a Member from a third party (for example, referees or professional colleagues), Personal Information about the Member or applicant may be disclosed to that person. We only do this with the consent of the Member or applicant.

ACSEP may also disclose Personal Information:

- When required or authorised to do so by court order or other legal requirement, for example; for the purpose of dealing with a risk to health or safety, to investigate suspected unlawful activity or serious misconduct and other purposes authorised by law;



- To its business partners, external service providers (including IT contractors), professional advisers and other entities who assist it in administering its membership base and providing services; and
- To Government agencies responsible for funding and overseeing training and other programs in which ACSEP Members participate. This information is generally provided in de-identified form. ACSEP will not provide identifying information without consent.

3. Storage and Management of Personal Information

ACSEP holds Personal Information in electronic databases. ACSEP's information systems and files are protected by a range of security measures. For example:

- Electronic systems are password protected and email systems use encryption software to limit the risk of unauthorised or accidental disclosure;
- Graduated access controls are used to limit access of ACSEP members and ACSEP staff to those areas of the network to the extent necessary for them to perform their role, with levels of access being determined by senior managers;
- ACSEP maintains its own network of secure servers, with back-up services provided;
- ACSEP staff must close computers when not in use.

ACSEP makes every effort to ensure that the Personal Information it holds remains up-to-date and is used and disclosed appropriately. Members are encouraged to advise the College of any changes of Personal Information to ensure the College's records are current and the information stored is accurate.

Individuals who feel that the information ACSEP uses and stores is inaccurate or incomplete may request to have the information updated and corrected.

ACSEP Members, ACSEP Staff and any other person involved in training and assessment activities must comply with the following requirements:

- Appropriate standards of confidentiality must be maintained at all times when dealing with Personal Information about Registrars and Fellows. Personal Information must not be accessed, used or disclosed except to the extent necessary to carry out the activity for which the information is required;
- Any issues relating to the conduct or performance of a Registrar or Fellow must be treated with the utmost sensitivity. Any performance issues, breaches of standards or breaches of ACSEP Policies must be handled as fair as practicable in a manner which ensures confidentiality.

Individuals may request copies of information that is kept about them at any time. Individuals must be able to identify themselves and verify their identity prior to any information being disclosed.

If an individual would like to access Personal Information on behalf of another person, they will need to obtain the consent of that person prior to making a request.



4. Complaints and breach of Privacy

If you believe your privacy has been interfered with and wish to make a complaint, please refer to the ACSEP Grievances Policy and Procedure or contact the ACSEP National Office for assistance. Any complaint will be investigated in accordance with the ACSEP Grievance Policy and Procedure.

If ACSEP receives a complaint or has reason to review or investigate the conduct of a Member, it may need to collect information about the conduct from other persons involved in the training or supervision of the Member. ACSEP may be permitted by privacy law to do this without consent (for example, where it is necessary to lessen or prevent a serious threat to health or public safety, or to investigate unlawful activity or serious misconduct). Except where collection is required or authorised by the Privacy Act or another law, ACSEP will only do so with consent.

If the complaint indicates that there has been an interference with privacy by a person other than ACSEP, the complaint may be referred to or discussed with that other person in an attempt to resolve it.

You may also make a Privacy Complaint to the Office of the Australian Information Commissioner (www.oaic.gov.au).