



AUSTRALASIAN COLLEGE OF SPORT AND EXERCISE PHYSICIANS

ACSEP Records Management Policy

Purpose

The purpose of this policy is to define the controls needed for the identification, storage, protection, retrieval, retention and disposition of records.

Policy

The Australasian College of Sport and Exercise Physicians (ACSEP) complies with the requirements of Clause 23 of Schedule 1A of the Act and the Information Privacy Principles set out in the *Principles Act 1988* in relation to the collection of information relating to Members.

1. Collection of Information

Personal information will not be collected unless the information is collected for a purpose directly related to members and the collection of the information is necessary for or directly related to that purpose.

Personal information will not be collected by unlawful or unfair means.

Where personal information is collected for inclusion in a record or in a generally available publication, ACSEP will take reasonable steps to ensure that, before the information is collected, the member concerned is generally aware of:

- The purpose for which the information is being collected;
- If the collection of the information is authorised or required by or under law the fact that the collection of the information is so authorised or required; and
- With whom the information may be shared.

Where ACSEP solicits and collects personal information for inclusion in a record or in a generally available publication it will take reasonable steps to ensure that the information collected is relevant to that purpose and is up to date and complete, and the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the member.

2. Storage and Security of Personal Information

ACSEP will ensure that a member's personal information is kept safe, secure and accessible only to authorised personnel.

ACSEP will not use a member's personal information without taking reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, up to date and complete. ACSEP will not use a member's personal information except for a

purpose to which the information is relevant and will ensure to prevent unauthorised use or disclosure of that personal information.

Records of member information including personal information, training program requirements and any other documentation relevant to their membership, will be kept in electronic copy and be retained for a maximum of 7 years.

3. Review and Access

An individual may request access to or obtain a copy of their personal records/information or for their personal information to be amended so that it is accurate.

If an individual considers their personal information to be incorrect, incomplete, out of date or misleading, they can request that the information be amended. Where a record is found to be inaccurate, a correction will be made.

Disclosure

ACSEP will not disclose a member's personal information to a person, body or agency (other than the individual concerned) unless:

- The individual concerned is reasonably likely to have been aware that information of that kind is usually passed to that person, body or agency;
- The individual concerned has consented to the disclosure;
- ACSEP believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the member or of another person;
- The disclosure is required or authorised by or under law; or
- The disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.

A person, body or agency to whom personal information is disclosed will not use or disclose the information for a purpose other than the purpose for which the information was given to the person.