

# Podiatrists Registration Board of Tasmania

## Personal Information Protection Policy

Policy Number	Date Implemented	Last Review	Review
1/2006	3 March 2006	N/A	March 2009

### Information Collected

The function(s) of the Podiatrists Registration Board of Tasmania are to

- to determine the requirements for entitlement for registration in Tasmania
- to investigate complaints against registered podiatrists
- to monitor the standard and provision of podiatric services.

as required by the Podiatrists Registration Act 1995 and Regulations made by our under that Act.

Under the *Personal Information Protection Act 2004*, the Podiatrists Registration Board is the custodian of personal information and the collection, use and disclosure of that information is governed by the Act. The type of personal information we collect includes names, addresses and telephone numbers, together with any specific information about a person that may be required to enable us to carry out our function. We take reasonable steps to ensure that the personal information we hold is accurate, complete and up to date. Where practicable, we will check on the accuracy of your personal information before we use it.

### Sensitive Information

Sensitive Information includes things like health information, criminal record, racial origin and sexual preferences. Generally, we will only collect sensitive information with your consent if it is necessary to carry out our function, or if the collection of that information is required or permitted by law.

### Anonymity

If you are making a general enquiry, it may not be necessary to identify yourself. However, if you want to obtain a service, identification may be necessary.

### Unique Identifiers

We do not assign unique identifiers to people unless it is necessary for us to carry out our functions efficiently or is required by law. We do not adopt as unique identifiers the unique identifiers from another organisation. However, we may collect the unique identifiers assigned to you by another organisation, but we will not disclose these without lawful authority.

## **Access to and Correction of Information Collected**

The *Personal Information Protection Act 2004* provides that you can access your personal information that is held by the Podiatrists Registration Board.

If you consider the personal information to be incorrect, incomplete, out of date or misleading, you can request that the information be amended.

Requests to access or correct your personal information held by Podiatrists Registration Board will be processed under the provisions of the *Freedom of Information Act 1991*. For further information see [www.podregtas.com](http://www.podregtas.com), or contact the

The Secretary  
Podiatrists Registration Board of Tasmania  
PO Box 240  
CLAREMONT TAS 7011  
Phone: 03 62491377  
Facimilie 03 62494292  
Email [secretary@podregtas.com](mailto:secretary@podregtas.com)

for further information.

Depending upon the nature of the request a fee may be charged for this service.

If you are not satisfied the handling or outcome of your request for access to or correction of your personal information, you can lodge a complaint with the Ombudsman. The Ombudsman's Office can be contacted on telephone 1300766725 or [www.ombudsman.tas.gov.au](http://www.ombudsman.tas.gov.au).

## **Use and Disclosure of Personal Information**

Our staff are only provided with or have access to the information that is necessary for them to carry out their functions within the Podiatrists Registration Board. All staff are bound by confidentiality requirements.

Personal information will be used only for the purposes described in the *Information Collected* section above. Your personal information will only be disclosed with your consent, or if it is required by or authorised by law.

There may be a need or requirement to disclose some or all information we collect to contractors and agents of the Podiatrists Registration Board, law enforcement agencies, courts or other authorised organisations under the Podiatrists Registration Act 1995 and Regulations made by or under that Act.

The *Personal Information Protection Act* permits the disclosure of "basic personal information" (that is, name, address, date of birth and gender) that is collected in conjunction with the provision of a service to other public sector bodies for data quality purposes.

Some de-identified personal information we have collected may be used in research, statistical analysis, state or national reporting, awareness programs, public statements or training, but not in a way to compromise the protection of personal information.

Personal information in written submissions on policy matters or matters of public consultation may be disclosed in reports that are made public, unless the submission was submitted and/or accepted on a confidential basis.

## **Security of Personal Information**

We use a number of procedural, physical, and technical safeguards, including access controls, secure methods of communication and back-up and recovery systems to protect information from misuse and loss, unauthorised access, modification and disclosure.

Generally, there is an intention that information is destroyed or permanently de-identified when it is no longer required, but this can only be done in accordance with processes approved by the State Archivist under the *Archives Act 1983*.

Approved

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Chairperson