



PRIVACY AND DATA PROTECTION POLICY

VETERINARY PRACTITIONERS REGISTRATION BOARD OF
VICTORIA

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PRIVACY AND DATA PROTECTION POLICY

INTRODUCTION

The *Privacy and Data Protection Act 2014 (Vic)* (PDPA) was introduced in 2014 and has repealed the *Information Privacy Act 2000*. This legislation regulates the way information is collected, used, disclosed, kept and accessed. This legislation is in addition to the disclosure provisions of the *Veterinary Practice Act 1997* (the Act). The Veterinary Practitioners Registration Board of Victoria ('the Board', 'Vetboard Victoria') upholds its obligations under the PDPA and is committed to the responsible handling of personal information and protecting an individual's right to privacy. Personal information is generally defined as "anything which identifies an individual".

If you would like to contact us about the way the Board handles your personal information, please call the Board on 03 9620 7444.

ACCESS TO OUR WEBSITE

You can access the Board's website and browse anonymously without disclosing your personal information. The Board will only collect personal information from you with your prior knowledge and consent. No attempt will be made to identify users or their browsing activities from any statistics generated by the website.

COLLECTION OF PERSONAL INFORMATION

The Board will only collect personal information that is necessary to fulfil its functions under the Act. This information will be collected by lawful and fair means, with your consent, and will be used for a lawful purpose. All documentation the Board produces in relation to the collection of personal information will carry a statement advising you of your rights under PDPA. At or before the time of collection of information, you will be advised whether your information may be disclosed to a third party.

The types of organisations to which the Board usually discloses personal information include:

- other veterinary registration authorities in Australia and overseas
- other Commonwealth and/or State Government regulatory authorities
- registered medical practitioners
- complainants and the Board's solicitors
- drug wholesalers.

USE AND DISCLOSURE OF PERSONAL INFORMATION

The Board will only use personal information for the purpose it has been collected. Personal information will only be disclosed to a third party in accordance with the PDPA and upon gaining your consent.

PERSONAL INFORMATION QUALITY

The Board's goal is to ensure that your personal information is accurate, complete and up to date. To assist us with this, please keep us informed of any changes to your details. You are able to access and update your information at any time. If you feel we hold information about you that is incorrect or out of date, please contact us.

PERSONAL INFORMATION SECURITY

The Act has a secrecy provision which prohibits any member or officer of the Board from disclosing personal information except in performing their duties or in specific situations to assist a law enforcement agency. There are substantial penalties for breaking this provision. The Board will take all reasonable precautions to ensure that personal information it holds is kept secure. Reasonable steps will be taken to de-identify any personal information no longer required.

The Board uses a reliable and secure computer system. However, you should be aware that, although we strive to protect information transmitted via our website, there may be inherent risks associated with the transmission of data via the internet. The Board shall not be responsible for the propagation of computer worms, viruses or other harmful components transmitted from this site and other third-party sites. The Board recommends that you ensure that your browser is equipped with updated virus protection software. If any of the above concerns you, please contact the Board via conventional means (by telephone, by post or in person).

EMAIL ADDRESSES

Email addresses will only be used to respond to specific user queries, to disseminate Board newsletters or to advise users of upcoming important dates. Email addresses will not be disclosed to any other party without your consent.

OPENNESS, ACCESS AND CORRECTION

The Board will tell you why we collect your personal information, what we do with it and how you may access it. Incorrect or inaccurate information will be corrected as identified. All requests for access to personal information should be sent in writing to:

General Manager
Vetboard Victoria
Level 14, 10-16 Queen Street
Melbourne VIC 3000

UNIQUE IDENTIFIERS

The Board uses a stand-alone filing system and assigns unique identifiers to enable it to identify you for the purposes of your business with us. We do not use identifiers from other government agencies, such as driving licence or tax file numbers.

ANONYMITY

Where you wish to, and it is legally permissible and practical to do so, the Board will deal with your enquiries anonymously. However, there may be occasions when the Board may not be able to complete your request due to insufficient information.

TRANSBORDER DATA FLOWS

Personal information is sent interstate or overseas, when:

- you have made a request and given your consent, e.g. made an application for a Letter of Professional Standing. or
- the Act requires the Board to forward information
- data transfer is in accordance with Principle 9 – TransBorder Data Flows, of the PDPA.

If the exchange of data is at your request, the Board will send the information to the address details you have provided.

SENSITIVE INFORMATION

The Board does not collect sensitive information about veterinary practitioners. However, such data may be required to complete the registration process. If sensitive information is required, the Board will seek consent prior to commencing collection of the sensitive information.

CONTACTING VETBOARD VICTORIA

Please contact the Board if:

- you believe that someone has gained access to your personal information by mistake

- you would like to discuss any issues about your privacy
- you wish to know what personal information the Board is holding about you, or
- you would like to gain access to or amend the information.

Vetboard Victoria contact information

- Email: communications@vetboard.vic.gov.au
- Telephone: +61 3 9620 7444
- Post or in person: Vetboard Victoria
Level 14, 10-16 Queen Street
Melbourne VIC 3000

VERSION HISTORY

Document	Responsible persons	Revision number	Dates
Vetboard Victoria Privacy and Data Protection Policy	Approval: Board Internal sign off: General Manager Maintained by: Registration & Communications Officer	1.1	Approved: 2015 Review date: June, 2020

Any changes to the Board's Privacy and Data Protection Policy will be published on the Board website and in the Board's newsletter.