

# VETERINARY PRACTITIONERS REGISTRATION BOARD of VICTORIA

## PRIVACY POLICY

### INTRODUCTION

The *Information Privacy Act 2000 (Vic) (IPA)* applies from 1 September 2002. This legislation regulates the way personal information is collected, used, disclosed, kept secure and is able to be accessed. This legislation is in addition to the disclosure provisions of the *Veterinary Practice Act 1997 (VPA)*. The Veterinary Practitioners Registration Board of Victoria (the Board) upholds its obligations under the *IPA* and is committed to the responsible handling of personal information and to protecting an individual's right to privacy. Personal information is generally defined as 'anything which identifies an individual'. This policy is in part written to meet the requirements of Information Privacy Principle 5.

If you would like to contact us about the way we handle your personal information, please call the Privacy Officer on 03 9620 7444.

### 1 ANONYMOUS 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.

### 2 COLLECTION

The Board will only collect personal information that is necessary to fulfil its functions under the *VPA*. This information will be collected by lawful and fair means, with your consent and 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 the *IPA*. 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 federal and/or state government regulatory authorities;
- registered medical practitioners
- complainants and the Board's solicitors;
- drug wholesalers;

### 3 USE AND DISCLOSURE

- The Board will only use personal information for the purpose it has been collected or, where you would reasonably expect this to occur and/or you have consented, will only disclose it to a third party in accordance with the *IPA*.

### 4 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 in anyway out of date, please contact us.

### 5 PERSONAL INFORMATION SECURITY

The *VPA* 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. If this concerns you please contact via conventional means.

When you email us, we will only use your address for the purpose for which you provided it and it will not be added to a mailing list, nor will it be used for any other purpose or disclosed to a third party without your consent.

## **6 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 where necessary. All requests for access to personal information should be sent in writing to the Privacy Officer, Veterinary Practitioners Registration Board of Victoria, Level 11, 470 Collins Street, Melbourne Vic 3000.

## **7 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 as a means of identifying you.

## **8 ANONYMITY**

Where you wish to, and it is legally permissible and practical to do so, the Board will deal with your enquiries anonymously. There may be occasions, however, where you do not provide all the requested information, when the Board may not be able to complete your request.

## **9 TRANSBORDER DATA FLOWS**

Generally, your personal information is not sent interstate or overseas. However, if you make this request and give your consent, the Board will send the information to the address you provide.

## **10 SENSITIVE INFORMATION**

Generally, the Board does not collect sensitive information about people, however, such data may be required to complete the registration process. If we do need to collect sensitive information about you we will only do so with your consent.

Please contact us if:

- you believe someone has gained access to your personal information by mistake;
- you would like to discuss any issues about our privacy policy;
- you wish to know what personal information the Board is holding about you, or you would like to gain access to or amend that information.

email: enquiries@vetboard.vic.gov.au

telephone: (03) 9620 7444 between 9.00am and 5.00pm Monday to Thursday

in writing: Privacy Officer,  
Veterinary Practitioners Registration Board of Victoria,  
Level 11, 470 Collins Street,  
Melbourne Vic 3000.

The Board's Privacy Policy may vary from time to time.  
In such cases, we will update this privacy information.