



PRIVACY POLICY

In complying with the Privacy Amendment (Private Sector) Act 2000, the Institute has developed a Privacy Policy that governs its handling of personal information.

Our Privacy Policy governs:

- ❖ What personal information is being collected;
- ❖ Who is collecting the personal information;
- ❖ How personal information is used;
- ❖ To whom and under what circumstances personal information is disclosed;
- ❖ How personal information is stored.

The information that we collect and currently hold about you is used to administer the training of GP Registrars and to keep you up to date with information, events, and other activities you may be applicable to you. From time to time, the Institute may contact you for information, or send you information you may need. The information we hold about you may be shared with General Practice Education and Training (GPET) as part of our contractual requirements and other training organisations, for the purpose of delivering professional services. Periodically you will receive a printout of all the current information we hold for you and you will have the opportunity to review and amend the information as necessary and return it to us.

In most circumstances, the Institute will:

- ❖ Only collect personal information about you with your consent (unless legally required or authorised to do otherwise);
- ❖ Collect your personal information directly from you (where possible and practicable);
- ❖ Only collect personal information about you that is necessary and relevant to the purpose for which it is collected;
- ❖ Use staff to collect your information who are appropriately trained and have a specific role in the purpose for which personal information is collected;
- ❖ Only use your personal information for the purpose for which it is collected or for a directly related secondary purpose that you would expect your personal information to be used for (unless legally required or authorised to do otherwise);
- ❖ Provide you with access to your personal information (unless legally required or authorised to do otherwise);
- ❖ Only disclose your personal information to a third party with your consent, or where you expect such disclosure, or where we are legally required or authorised to do so;
- ❖ Take reasonable steps to keep your personal information complete, current and accurate;
- ❖ Take reasonable steps to ensure personal information about you is kept secure.

Your rights:

- ❖ You may request access to the personal information about you that we keep on record;
- ❖ If you believe that any personal information about you is incorrect or out of date, you may ask us to correct it.

Dr George Kostalas
CEO and Director of General Practice Training