

## MEDICAL PRACTITIONERS BOARD OF VICTORIA PROTECTING YOUR PRIVACY

The Medical Practitioners Board of Victoria (referred to in this document as “the Board”) is committed to maintaining the confidentiality and security of all health and personal information it holds.

The Board aims to ensure it handles the information it receives effectively and in line with its obligations under the Privacy Principles contained in both the *Information Privacy Act 2000* and the *Health Records Act 2001*.

The word “information” means “health information” as defined in the *Health Records Act 2001* and “personal information” as defined in the *Information Privacy Act 2000*.

### Your personal information

The Board collects information while performing its statutory role in protecting the community. The information collected by the Board is provided by medical practitioners, other agencies and the public.

The Board collects your information to:

- register or renew the registration of medical practitioners in Victoria;
- communicate with those registered medical practitioners;
- investigate the professional conduct and fitness to practise of registered medical practitioners; and
- gain statistics for analysis and research and to help the Board better fulfil the role set down in legislation.

You are not obliged to give the Board information. However, if you choose not to provide some relevant details, the Board may not be able to provide you with the services you seek. Medical practitioners may not be able to obtain registration with the Board. There is a minimum amount of information practitioners must provide to be registered.

### How the Board uses or discloses your information

Subject to certain exemptions outlined in the *Information Privacy Act 2000* and the *Health Records Act 2001*, the Board can only use or disclose your information for the primary purposes listed above.

### Access to your personal information

Individuals are entitled to request access to information the Board holds about them, in accordance with the *Freedom of Information Act 1982 (Vic)*. If you require access to your information please contact the Board’s Freedom of Information Officer (contact details below).

## **Complaints**

If you have a complaint about the Board's privacy practices or wish to make a complaint about how your information is managed, please contact the Board's Privacy Officer (contact details below). Alternatively, you can make a complaint to either the Victorian Privacy Commissioner (if the complaint relates to the Board's handling of your "personal information") or the Health Services Commissioner (if the complaint relates to the Board's handling of your "health information").

## **Storage**

The Board takes all reasonable steps to protect the security of the information that it holds. This includes measures to protect electronic materials and materials stored and generated in hard copy.

## **Data Quality**

The Board aims to ensure that the information it holds is accurate, complete and up-to-date. To help the Board with this, please contact the Board if any of the details you have provided change. The Board's contact details are below.

## **Openness**

This policy is available to all registered medical practitioners, other agencies and members of the public, as is information about the Board's management of information.

## **Anonymity**

The Board will try to accommodate an individual's right to be dealt with anonymously, provided that is lawful and practicable.

## **Contact us**

If you have specific concerns about the handling of your information or require further details on the Board's Privacy Policy, please contact the Board's Privacy Officer on (03) 9655 0500.

## **Alternatively, you can write to:**

**The Privacy Officer  
Medical Practitioners Board of Victoria  
GPO Box 773  
MELBOURNE VIC 3001  
info@medicalboardvic.org.au**

**The Freedom of Information Officer  
Medical Practitioners Board of Victoria  
GPO Box 773  
MELBOURNE VIC 3001  
info@medicalboardvic.org.au**