

# Privacy Policy

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# Privacy Policy

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## 1. Purpose

This policy outlines the commitment of the Australian Nursing and Midwifery Accreditation Council (ANMAC) to ensure that information it holds relating to individuals or organisations will be managed according to national standards of privacy.

## 2. Scope

This policy applies to ANMAC directors, committee members, staff, external contractors, and business partners. It encompasses all ANMAC's activities, business partners, clients (individuals and organisations) and members.

This policy does not cover the requirements to keep confidential information relating to ANMAC's own business and activities. This is covered by the Board Charter and Board Confidentiality Policy for directors, applying also to committee members. Employment and contractor contracts outline the confidentiality requirements of staff and external contractors.

## 3. Policy statement

ANMAC is committed to managing information relating to individuals or organisations according to the *Australian Privacy Act 1988* and the thirteen Australian Privacy Principles (see appendix).

It will ensure the confidentiality of personal information it holds on directors, committee members, staff, business partners, clients, potential clients, and members. The privacy will be protected in the collection, storage, access, and disposal of such personal information.

ANMAC will take all reasonable steps to protect personal information against loss, unauthorised access, use, modification or disclosure, and other misuse.

## 4. Key definitions

Key term	Definition
<b>Staff</b>	Includes paid employees with ongoing fulltime or part-time positions, contractors, casual workers, consultants, volunteers, directors, and committee members.
<b>Clients</b>	Includes individuals and organisations
<b>Members</b>	Means member organisations
<b>Personal information</b>	<p>A broad range of information, or an opinion, which could identify an individual and:</p> <ul style="list-style-type: none"> <li>varies, depending on whether a person can be identified or is reasonably identifiable in the circumstances, such as (but not limited to) an individual's name, signature, address, phone number or date of birth, credit information, bank account details, remuneration, employee record information, photographs</li> <li>does not include information about an individual that is contained within publicly available documents, or information about a person who has been deceased for more than 30 years</li> </ul>

<b>Confidential corporate or organisational information</b>	Includes client contact details, corporate intellectual property, corporate strategy (where this is not on the public record), confidential financial information and other client confidential information which ANMAC acquires during the course of its work
<b>Client</b>	Includes past, present, and potential clients; also includes individuals and organisations which ANMAC has engaged through the course of its business

## 5. Policy details

### 5.1 Confidentiality

All staff who have access to personal information held by ANMAC in the course of their duties are required to keep this information confidential, except with the exceptions listed below. They shall not use or reveal personal or external corporate information or documents gained through their association with ANMAC other than to undertake their duties to the company.

### 5.2 Collecting personal information

In the course of its operations, ANMAC will need to collect personal information on individuals, including directors, committee members, staff, clients, and other external parties.

In collecting personal information, ANMAC will:

- only collect personal information legitimately required to meet its business needs or as required by law.
- only collect sensitive information as required by law or with the individual's consent.
- directly solicit personal information from the individual concerned as far as practicable.
- inform an individual of the purpose for which the personal information is being collected.

### 5.3 Collecting external corporate information

ANMAC may collect confidential corporate or organisational information from clients or members. In doing so, it will:

- only collect information legitimately required to undertake its work or as required by law, or
- only collect confidential information with the client, partner, or member's consent.

### 5.4 Information storage and records

ANMAC will securely store personal and external corporate information.

All files containing personal and external corporate information will be retained in secure electronic files.

In storing information, ANMAC will ensure as far as practicable that the information it holds is up to date and complete.

## 5.5 Access to information

ANMAC will not release private or confidential information to a third party without the consent of the person or organisation concerned, except where:

- the release is required or authorised by law.
- the individual or organisation was informed of the possible release at the time the information was collected.
- there are reasonable grounds to believe that the information will prevent or reduce a serious threat to the life or health of an individual or individuals.

Access to personal information is restricted to:

- the director, committee member, staff member or client accessing their own file, including to rectify records.
- executive management, in the course of the duties.

Access to some information on files may be restricted if the document names or identifies another person of interest, such as a person filing a complaint or grievance, or notes containing the names of other persons or information that may cause harm to the organisation or others.

ANMAC will ensure that private and confidential information is not used for a purpose other than that for which it was collected.

## 5.6 Disposal of information

Where personal records have been identified for disposal, they will be subject to confidential disposal such as shredding, disposal in a confidential bin, and secure wiping of electronic records.

## 6. Related documents, legislation, and standards

<b>External</b>
<i>Privacy Act 1988</i>
Australian Privacy Principles
<b>Internal</b>
Board Charter
Code of Conduct
Board Confidentiality Policy
Data and Information Management Policy

## 7. Policy management

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<b>Cleared by</b>	Governance Committee	Date: 18 October 2023
<b>Responsible Officer</b>	CEO	
<b>Author</b>	CEO	Date: 14 October 2023
<b>Approved by</b>	ANMAC Board	Date: 8 November 2023
<b>Signed</b>	ANMAC Board	

## APPENDIX

## Australian Privacy Principles

Principle	Title	Purpose
APP 1	Open and transparent management of personal information	Ensures that APP entities manage personal information in an open and transparent way. This includes having a clearly expressed and up to date APP privacy policy.
APP 2	Anonymity and pseudonymity	Requires APP entities to give individuals the option of not identifying themselves, or of using a pseudonym. Limited exceptions apply.
APP 3	Collection of solicited personal information	Outlines when an APP entity can collect personal information that is solicited. It applies higher standards to the collection of sensitive information.
APP 4	Dealing with unsolicited personal information	Outlines how APP entities must deal with unsolicited personal information.
APP 5	Notification of the collection of personal information	Outlines when and in what circumstances an APP entity that collects personal information must tell an individual about certain matters.
APP 6	Use or disclosure of personal information	Outlines the circumstances in which an APP entity may use or disclose personal information that it holds.
APP 7	Direct marketing	An organisation may only use or disclose personal information for direct marketing purposes if certain conditions are met.
APP 8	Cross-border disclosure of personal information	Outlines the steps an APP entity must take to protect personal information before it is disclosed overseas.
APP 9	Adoption, use or disclosure of government related identifiers	Outlines the limited circumstances when an organisation may adopt a government related identifier of an individual as its own identifier, or use or disclose a government related identifier of an individual.
APP 10	Quality of personal information	An APP entity must take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. An entity must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.
APP 11	Security of personal information	An APP entity must take reasonable steps to protect personal information it holds from misuse, interference, and loss, and from unauthorised access, modification, or disclosure. An entity has obligations to destroy or de-identify personal information in certain circumstances.
APP 12	Access to personal information	Outlines an APP entity's obligations when an individual requests to be given access to personal information held about them by the entity. This includes a requirement to provide access unless a specific exception applies.
APP 13	Correction of personal information	Outlines an APP entity's obligations in relation to correcting the personal information it holds about individuals.

Source: Office of the Australian Information Commissioner