

# ANMAC Privacy Statement

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For further information, contact:

ANMAC  
GPO Box 400  
Canberra ACT 2601  
Phone (02) 6257 7960  
Facsimile (02) 6257 7955  
Internet [www.anmac.org.au](http://www.anmac.org.au)

# Privacy Statement

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## Privacy Statement

Under the Privacy Act 1988 (Cth) (the Privacy Act), the Australian Nursing and Midwifery Accreditation Council (ANMAC) is required to comply with 10 National Privacy Principles (NPPs). These principles regulate how personal information is handled once it is collected by an organisation and extends to its use, disclosure, storage, accessibility and disposal.

### *Personal information is defined in the Privacy Act as:*

Information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

This Privacy Statement sets out how ANMAC intends to comply with the NPPs in its handling of personal information.

## **1. Collection of Personal Information (NPP 1 and 10)**

To the extent required by the Privacy Act:

ANMAC will not collect personal information from an individual unless that information is necessary for one or more of ANMAC's functions;

ANMAC will collect personal information about an individual only by lawful and fair means and not in an unreasonably intrusive manner;

When ANMAC collects personal information directly from an individual, ANMAC will take reasonable steps at or before the time of collection to ensure that the individual is aware of ANMAC's identity and how to contact it, the purposes for which the information is being collected, the organisations to which ANMAC normally discloses information of that kind and the fact that the individual is able to access the information;

ANMAC will collect personal information about an individual directly from that individual where it is reasonable and practicable to do so, but if ANMAC collects information from a third party it will take reasonable steps to make the relevant individual aware of the abovementioned information unless provision of this information would pose a serious risk to the life or health of any individual.

## **2. Use and Disclosure of Personal Information (NPP 2)**

To the extent permitted by the Privacy Act, ANMAC will only use or disclose personal information for a purpose (the secondary purpose) other than the Purpose for which it was originally collected where:

- the secondary purpose is related to the primary Purpose (or directly related in the case of sensitive information), and the individual would reasonably expect ANMAC to use or disclose the information for the secondary purpose
  - ANMAC’s primary Purpose in collecting personal information is to provide a service to the individual. The secondary purpose is any other use or disclosure of that information that is related to the primary Purpose (for example, account maintenance)
- the individual has consented to the use or disclosure of their personal information for the secondary purpose
- the use or disclosure is required or authorised by or under law, or
- the use or disclosure is otherwise permitted by the Privacy Act

### **3. Quality and Security of Personal Information (NPP 3 and 4)**

ANMAC is committed to ensuring that personal information is accurate and is held securely. To the extent required by the Privacy Act, ANMAC will take reasonable steps to:

- ensure the personal information it collects, uses and discloses is accurate, complete and up to date; and
- protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure; and
- destroy or permanently de-identify personal information that is no longer needed for any purpose permitted by the Privacy Act

An individual can assist ANMAC to keep the personal information it holds accurate, complete and up to date by informing ANMAC of any changes to personal information including name and address details.

### **4. Access to and Correction of Personal Information (NPP 5 and 6)**

An individual has the right to access their personal information held by ANMAC subject to any exceptions in the Privacy Act.

A charge may apply for providing such access but such a charge will not be excessive and will not apply to lodging a request for access.

An individual may also request that personal information held by ANMAC be corrected. Please contact ANMAC in writing at the following address if you would like to access or correct personal information in ANMAC’s possession:

The Chief Executive Officer  
 Australian Nursing and Midwifery Accreditation Council  
 GPO Box 400  
 Canberra City ACT 2601

## 5. Commonwealth Government Identifiers (NPP 7)

If, in the process of collecting information about an individual, ANMAC assigns that individual an identifier, ANMAC will issue its own identification numbers and will not use Commonwealth government identifiers (Medicare numbers for example).

An identifier includes a number assigned by an organisation to an individual to identify uniquely the individual for the purposes of the organisation's operations.

## 6. Anonymity (NPP 8)

ANMAC will provide individuals with the option of not identifying themselves when it is lawful and practicable to do so. An individual may search ANMAC's programs, gain background information about the organisation and explore the public features of the website without making his or her identity known to ANMAC.

## 7. Transborder Data Flows (NPP 9)

ANMAC may transfer an individual's personal information to someone who is in a foreign country in certain circumstances governed by NPP 9. ANMAC will comply with these requirements of the Privacy Act that relate to transborder data flows.

ANMAC may, for instance, transfer an individual's personal information to an overseas location for back-up purposes in the event of a disaster. ANMAC will take reasonable steps to ensure that the other party holding the information handles it in a manner consistent with the NPPs.

## 8. Sensitive Information (NPP 10)

**Sensitive information** is information or opinion about an individual's racial or ethnic origin, political opinions and membership of political associations, religious beliefs or affiliations, philosophical beliefs, membership of any trade unions or trade associations, sexual preferences or practices, criminal record or information about an individual's health.

ANMAC will not collect sensitive information about an individual unless:

- the individual has consented; or
- the collection is required by law (for example the National Law or in other specified circumstances including public health or safety or to provide a health service); or
- the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual

## Complaints

Please contact ANMAC using the details set out in Paragraph 4 if you have any concerns or complaints about the manner in which ANMAC handles your personal information.

Also please do not hesitate to contact ANMAC should you have any queries about this Privacy Statement or ANMAC's handling of personal information.

ANMAC reserves the right to change its Privacy Policy from time to time and any such changes will be published on ANMAC's website [www.anmac.org.au](http://www.anmac.org.au) from which time the changes will be effective.