

## PHARMACY BOARD OF VICTORIA

Policy No. P001

### Privacy Policy Statement

1. The Pharmacy Board of Victoria ( "The Board " ) is committed to protecting the privacy of personal information. Personal information is information, which directly or indirectly identifies a person.
2. The Board collects and handles a range of personal information to enable it to carry out its statutory functions. It may also collect some personal information for planning and monitoring but where practicable identifying details are removed from information collected and used for these purposes.
3. In accordance with its obligations under the *Health Professions Registration Act 2005* the Board's services and functions relate primarily to the training, registration and practice of pharmacists in Victoria.
4. The Board recognises that the nature of its role is such that much of the information it collects is particularly sensitive.
5. The Board recognises that the Privacy Principles protect personal information as a matter of individual right but also allow it to collect the information it needs to serve the public interest by discharging its duties under the *Health Professions Registration Act 2005*.
6. The Board recognises the essential right of individuals to have their information handled in ways which they would reasonably expect – protected on the one hand, and made accessible to them on the other.
7. The Board is bound by the *Privacy Act 1988*, the *Privacy Amendment (Private Sector) Act 2000* and the *Information Privacy Act 2001*. These Acts impose specific obligations in regard to handling information.
8. The Board has adopted the respective Privacy Principles contained in the Victorian privacy laws as minimum standards in relation to handling personal information.

In broad terms this means that the Board:

- Collects only information needed for a specified primary purpose;
  - Makes it clear to individuals why personal information is collected and how it will be handled;
  - Uses and discloses personal information only for the primary or a directly related purpose, or for another purpose with the person's consent (unless otherwise authorised by law);
  - Stores it securely and protects it from unauthorised access; and
  - Retains it for the period authorised by the Public Records Act 1973;
  - Provides persons with access to their own information, and the right to seek its correction; and
  - The right to access personal information in the Board's possession is available through privacy legislation and the Freedom of Information Act 1982.
9. This policy is available on the Board's website [www.pharmacybd.vic.gov.au](http://www.pharmacybd.vic.gov.au)

Date for next review: June 2008

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