

# Physiotherapists Registration Board of Tasmania

## Privacy Policy

(Personal Information Protection Act 2004)

### **Information Collected**

The functions of the Physiotherapists Registration Board of Tasmania are to administer the scheme of registration; to monitor the standard of services that Physiotherapists provide; and to investigate complaints and, as necessary, undertake disciplinary action against Physiotherapists; as required by the *Physiotherapists Registration Act 1999* and Regulations made under that Act.

Under the *Personal Information Protection Act 2004*, the Physiotherapists Registration Board of Tasmania is the custodian of personal information and, amongst other things, the collection, use and disclosure of that information is governed by the Act.

The type of personal information we collect includes names, addresses and telephone numbers, together with any specific information about a person that may be required to enable us to carry out the functions of the Board (e.g.: the qualifications of registrants and where that person studied).

We take reasonable steps to ensure that the personal information we hold is accurate, complete and up to date. Where practicable, we will check on the accuracy of your personal information before we use it.

### **Register of Physiotherapists**

Pursuant to Section 30 of the *Physiotherapists Registration Act 1999*, the Physiotherapists Registration Board must maintain a Register of Physiotherapists. The information that must be contained in the Register is prescribed in Section 30 of the Act and the Board may from time to time record additional information on the Register.

The Register is available for inspection at the Board offices and a copy of the Register may be obtained on payment of the prescribed fee. The publicly available information from the Register is restricted to the name, registration number and mailing address of registered physiotherapist, date of first registration, relevant qualifications and conditions (if any) imposed on registration and any information relating to Section 30(3) of the *Physiotherapists Registration Act*.

### **Sensitive Information**

Sensitive Information includes things like health information, criminal record, racial origin and sexual preferences. Generally, we will only collect sensitive information with your consent or as is permitted by *The Physiotherapists Registration Act*.

### **Access to and Correction of Information Collected**

Registered Physiotherapists may apply to the Board to have incorrect or inaccurate entries in the Register corrected, pursuant to Section 31 of *The Physiotherapists Registration Act 1999*. *The Personal Information Protection Act 2004* provides access to personal information that is held by personal information custodians including the Physiotherapists Registration Board of Tasmania. If you consider that your personal information held by the Board is incorrect, incomplete, out of date or misleading, you can request that the information be amended.

Requests to access or correct your personal information held by Physiotherapists Registration Board of Tasmania will be processed under the provisions of the *Freedom of Information Act 1991*. For further information see [www.physioboard.tas.gov.au](http://www.physioboard.tas.gov.au), or contact the Registrar, Physiotherapists Registration Board of Tasmania, GPO Box 792 Hobart 7001.

Depending upon the nature of the request a fee may be charged for this service.

If you are not satisfied the handling or outcome of your request for access to or correction of your personal information, you can lodge a complaint with the Ombudsman. The Ombudsman's Office can be contacted on 1300 766 725 or [ombudsman@justice.tas.gov.au](mailto:ombudsman@justice.tas.gov.au).

### ***Use and Disclosure of Personal Information***

Our staff are only provided with or have access to the information that is necessary for them to carry out their functions within the Physiotherapists Registration Board of Tasmania.

Personal information will be used in order for the Board to carry out its functions as described in the Information Collected section above. Your personal information will only be disclosed with your consent, or if it is required by or authorised by law. There may be a need or requirement to disclose some or all information we collect to law enforcement agencies, courts, or other public sector bodies, or other authorised organisations under the *Physiotherapists Registration Act 1999* and Regulations made under that Act.

The *Personal Information Protection Act* permits the use or disclosure of "basic personal information" (that is, name, address, date of birth and gender) to other public sector bodies where it is reasonably necessary for the efficient storage and use of that information

Some de-identified personal information we have collected may be used in research, or statistical analysis that is in the public interest, state or national reporting, awareness programs, public statements or training, but not in a way to compromise the protection of personal information.

Personal information in written submissions on policy matters or matters of public consultation may be disclosed in reports that are made public, unless the submission was submitted and/or accepted on a confidential basis.

### ***Security of Personal Information***

We use a number of procedural, physical, and technical safeguards, including access controls, secure methods of communication and back-up and recovery systems to protect information from misuse and loss, unauthorised access, modification and disclosure.

Generally, there is an intention that information is destroyed or permanently de-identified when it is no longer required, but this can only be done in accordance with processes approved by the State Archivist under the *Archives Act 1983*.

### ***Unique Identifiers:***

No unique identifiers used by other custodians of personal information (e.g. Tax File Numbers, Medicare numbers, Unit Record Numbers) will be adopted in the storage of your personal information unless those identifiers are necessary for the Board to carry out its functions.

### ***Disclosure outside Tasmania:***

Disclosure of your personal information to another person or body outside Tasmania will only occur in accordance with the provisions of the Physiotherapists' Registration Act 1999 and where necessary for the Board to fulfil its functions under that Act.

In all other circumstances, your personal information will not be disclosed outside Tasmania unless the Board reasonably believes that the recipient of the information is bound by similar principles in the fair handling of that information that are substantially similar to the *Personal Information Act 2004* or the Board has taken reasonable steps to ensure that the information will not be held, used or disclosed by the recipient inconsistently with the principles contained within the *Personal Information Act 2004*.

Approved: 13 Dec 2005,

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