

Medical Benevolent Association of NSW

BY DOCTORS FOR DOCTORS PRIVACY POLICY

Introduction

The Medical Benevolent Association of NSW (MBANSW) is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Purpose

The purpose of this document is to provide a framework for dealing with privacy considerations.

Policy

MBANSW collects and administers a range of personal information for the purposes of determining financial assistance for doctors in need and/or their families and for the purposes of requesting and receiving donations.

MBANSW recognises the right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other.

MBANSW is bound by New South Wales Privacy Laws, Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW), as well as other laws (Australian Privacy Principles), which impose specific obligations when it comes to handling information.

In broad terms this means that we:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use personal information only for our primary functions.
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

Procedures

Collection

MBANSW will:

- Only collect information that is necessary for the primary function of MBANSW.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.

Use and Disclosure

MBANSW will:

- Only use information for the primary purpose for which it was collected.
- obtain consent from the affected person for other uses.

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Data Quality

MBANSW will:

- Take reasonable steps to ensure the information we collect is accurate and complete.

Data Security and Retention

MBANSW will:

- Safeguard the information we collect and store against misuse, loss, unauthorised access and modification.
- Destroy records in accordance with professional and legislative requirements.

Openness

MBANSW will:

- Ensure stakeholders are aware of this Privacy Policy and its purposes.

Access and Correction

MBANSW will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up-to-date

Making information available to other service providers

MBANSW:

- Can only release personal information about a person with that person's expressed permission. For personal information to be released, the person concerned must sign a release form.

Responsibility

The Council of the MBANSW is responsible for adopting this policy.

The Council of the MBANSW and all staff members and contractors are responsible for the implementation of this policy.

The MBANSW Executive Secretary is responsible for monitoring changes in Privacy legislation and for reviewing this policy as and when the need arises.

Reviewed 15.2.2016

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