

Privacy Policy Statement



Background

GPDV collects personal information that is necessary to undertake our programs, activities or functions. These include facilitating the exchange of information between divisions and other organisations, conducting statewide events for Victorian divisions, and maintaining a GP Register for the transmission of hospital admission and discharge information.

As GPDV's members are organisations rather than individuals, the personal information held by GPDV usually relates to organisations and the individuals working there. GPDV has protected the GP contact information that divisions have provided to GPDV for the specific purpose of creating and maintaining the GPR.

Under the Privacy Act, certain types of personal information are regarded as sensitive and must be treated with a higher standard of care. This includes information relating to health, religious/political beliefs, criminal records. GPDV does not normally collect this kind of information. The only personal health information that GPDV handles is in GPDV staff records, documents relating to Workcover and in recording the special needs of workshop registrants. It does not hold other personal health information.

GPDV has developed a formal privacy policy to document its current practice and strengthen its information handling procedures in a way that is consistent with Commonwealth and State privacy legislation.

Relevant Legislation:

Commonwealth Privacy Act (1988) www.privacy.gov.au

Victorian Health Records Act (2001) www.health.vic.gov.au/hsc/

Policy:

What information does GPDV collect?

GPDV will only collect personal information necessary to undertake our programs, activities or functions.

GPDV will collect personal contact information from divisions of general practice, including names of staff and board members.

Examples of information GPDV collects include:

- Email lists to facilitate exchange of information
- Workshop and conference registration lists
- GP Registry (for transmission of hospital admission and discharge information)
- GPDV Personnel records (past, current and prospective staff)
- Contact information about other health-related organisations, and

GPDV collects contact information about individual GPs for the GPR which is validated by contacting the GP's practice. Individuals are informed of the purpose of the register; can choose to be on the register or not; and can notify GPDV if they wish to be removed.

GPDV keeps personal information about employees and contractors. This is generally limited to standard Human Resources information such as job applicant details, pay, superannuation, leave, emergency contact information.

How personal information is used

GPDV explains how it will use the information at the time it is collected.

Contact information is used to facilitate the exchange of information between divisions, their peak bodies, government departments and other stakeholders with whom we work. From time to time, GPDV passes on divisional contact lists to other stakeholders, to facilitate the exchange of information.

Information for the GP Register is provided to hospitals with whom we have signed agreements, for the specific purpose of communicating information about patients' current episode of care in hospital to the GP.

We do not use or disclose information we collect for commercial purposes.

If we use information we have collected for research or analysis (e.g. an audit of divisions' activities) it will be identified only with consent of the organisation who provided the information.

Personal information may also be disclosed when:

- It is required by law, for law enforcement; or
- It is necessary to protect the rights, property or personal safety of someone else.

Like most organisations, we use a range of providers to help with various aspects of our work. This means that individuals and organisations outside GPDV, such as mail houses, will sometimes have access to personal information held by GPDV and may use it on behalf of GPDV. We require our service providers to adhere to strict privacy guidelines and not to keep this information or use it for any unauthorised purposes.

Quality and Accuracy

GPDV takes reasonable steps to keep information up to date.

GPs, divisions, or other stakeholders are invited to contact us when they become aware that our information is inaccurate or out of date.

Security

Personal information kept on paper is stored in locked cabinets.

Electronically stored information is protected by passwords and firewalls.

Only those staff who need to know the relevant information in order to do their work will have access to the personal information we hold. GPDV staff are required to keep information confidential.

Openness

GPDV will allow individuals and organisations access to its privacy policy via its website, and will provide further details on request about its procedures for handling information.

Access

GPDV will, on request, give individuals access to their personal information held by us.

Our website

GPDV collects some information on users of our website, which we use for statistical purposes – to estimate our number of users, what information they access, and to enable us to improve navigational functions.

Cookies are pieces of information that a website transfers to your computer's hard disk for record keeping purposes. Most web browsers are set to accept cookies. GPDV may use cookies to collect user information as described above and to make your use of our website services as convenient as possible. If you do not wish to receive any cookies you may set your browser to refuse them. *(For more details, see [GPDV's Website Privacy Statement](#).)*

Problems or questions

If you have a complaint or concern about privacy or confidentiality, or would like more information, please contact GPDV's CEO, Bill Newton (03 9341 5200; b.newton@gpdv.com.au).

You may also contact
the Office of the Federal Privacy Commissioner (on 1300 363 992) or
the Office of the Health Services Commissioner (on 1800 136 066).