

## PRIVACY POLICY

Provisions in the *Privacy Act 1988 (Cth)* (the Privacy Act) – *Privacy Amendment (Private Sector) Act 2000* - came into effect in 2001. The aim of this legislation is to establish a national scheme for the handling of personal information by private sector organisation to regulate the way information is collected, used, disclosed, kept secure and is able to be accessed.

The Australasian Veterinary Boards Council Inc. is committed to responsible handling of personal information and to protecting the individual's right to privacy by upholding the privacy legislation. Personal information is generally defined as "anything which identifies an individual".

In compliance with National Privacy Principle (NPP) 5 the AVBC Inc. has produced this policy document on its management of personal information. Upon request to the AVBC, you may find out the personal information AVBC holds about you, for what purposes and how it collects this information, holds, uses and discloses that information.

*The Australasian Veterinary Boards Council Inc. embraces and endeavors to incorporate the Privacy Principles in all its activities.*

*The general principles of privacy policy adopted are technology neutral in accordance with international trends promoting national consistency in the management of personal information.*

### *Collection:*

*AVBC Inc. will only collect personal information with your prior knowledge and consent. The information provided by you will be used by the AVBC Inc. for the purposes it was collected.*

### *Use and Disclosure:*

*AVBC Inc. will not disclose your personal information to a third party unless required to do by law and other regulation or in relation to conducting the examination or courses. Sensitive information will not be disclosed to any party.*

### *Personal information quality:*

*The AVBC aims to ensure that your personal information is accurate, complete and up to date. To assist us with this please inform the office of any changes to your details. You are able to access and update your information at any time. If you feel we hold information that is incorrect or out of date, please contact us.*

### *Personal information Security:*

*AVBC Inc. has implemented technology and security policies, rules and measures to protect personal information that we have under our control from unauthorised access, improper use, alteration, unlawful or accidental destruction and accidental loss. AVBC Inc. will remove personal information from our system when it is no longer required.*

### *Openness, Access and Correction:*

*The AVBC Inc. will inform you why personal information is collected, what is done with it and how you may access it. Incorrect or inaccurate information will be corrected where necessary. All requests for access should be sent in writing to the Privacy Officer.*

### *Unique Identifiers:*

*Candidates for the National Veterinary Examination are given unique identifiers to enable them to be identified within the examination process. These numbers are used in the organisation of the MCQ and Final Clinical Components*

*Anonymity:*

*If it is practical and legally permissible the AVBC will handle your enquiries anonymously. There may be occasions that if you do not provide the requested information the AVBC will not be able to complete your request.*

*Transborder data flows:*

*Candidates in the NVE process residing overseas who seek to use overseas venues will have their personal information provided to the organizers of the venues to arrange the examination.*

*Sensitive Information:*

*The AVBC Inc. will only gather sensitive information with your knowledge and permission and this information will not be disclosed without your consent.*

*Please contact us if:*

- You believe someone has gained access to your personal information by mistake*
- You would like to discuss our privacy policy*
- You wish to know what personal information the Board is holding about you, or you would like to gain access to or amend that information*

*The Privacy Officer can be contact by writing to:*

*Privacy Officer*

*Australasian Veterinary Boards Council Inc.*

*Level 8, 470 Collins Street*

*Melbourne Vic 3000*