

ADVANCING PRACTICE PRIVACY POLICY

PURPOSE

To outline Pharmacy Development Australia's obligations in managing the personal information of Advancing Practice applicants, its Board and Committee members, staff and other stakeholders. This policy discloses what personal information is held by Pharmacy Development Australia and how such information is collected, stored, used and disclosed, as well as your rights regarding your personal information.

POLICY

This policy is applicable to all Advancing Practice applicants, its Board and Committee members, staff and other stakeholders, and those acting on behalf of Pharmacy Development Australia.

For governance, financial and legal purposes, Pharmacy Development Australia is required to retain information collected from its Advancing Practice applicants, its Board and Committee members, staff and other stakeholders.

Legislative compliance:

This information is stored securely in accordance with [Australian Privacy Principles](#) (in Schedule 1 of the Australian Privacy Act 1988), protected from misuse, loss, interference, unauthorised access, modification or disclosure through the use of current, compliant and secure software systems, applicant and member databases, and financial transaction software and systems. In February 2018 additional requirements of the Notifiable Data Breaches (NDB) scheme under Part IIIC of the Privacy Act established requirements for entities in responding to data breaches. Consistent with this scheme, Pharmacy Development Australia has notification obligations when a data breach is likely to result in serious harm to any individuals whose personal information is involved in the breach.

System compliance:

The Advancing Practice operating software is protected by current anti-virus and anti-malware software and we encourage customers to have the appropriate safeguards on their own devices. However, the internet is not an absolutely secure platform of transmitting information. While Pharmacy Development Australia accepts responsibility for the information and data once delivered to its servers, Pharmacy Development Australia cannot accept responsibility for the security of information you send or receive from us while in transmission. Pharmacy Development Australia does not sell customer lists.

Where information is requested from Advancing Practice applicants, that information will only be used for the specific defined purpose it was collected.

Obligations:

The Advancing Practice Program coordinator can be contacted regarding Pharmacy Development Australia's compliance to this policy and the Privacy Act 1988. Pharmacy Development Australia also has obligations around reviewing requests and approving access to information outside of the conditions described in this policy and receiving and resolving any complaints received regarding this policy.

FREQUENTLY ASKED QUESTIONS

1. What is personal information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Pharmacy Development Australia only collects information that is required for us to provide our services or to complete legal transactions. Information collected may include (for example) name, address, email, telephone numbers, place of practice, AHPRA pharmacist registration number.

2. How does Pharmacy Development Australia use your personal information?

Pharmacy Development Australia uses your personal information to:

- maintain your applicant records, and credentialing evidence information entered by you directly
- provide customer services and distribute promotional material
- complete financial transactions such as payments and receipts
- comply with all applicable laws

Pharmacy Development Australia may also use personal information for secondary purposes closely related to the primary purpose, where it would be reasonably expected. Where appropriate and where possible, Pharmacy Development Australia will explain the reasons for collecting such information and how it will be used.

Pharmacy Development Australia may from time to time contact you regarding various activities and Advancing Practice applicant files and we may also inform you of any new developments, goods or services that we believe may be of interest to you.

Pharmacy Development Australia only uses the most recent and up-to-date information you provide to us. Every effort is made to maintain accurate information, with prompts regarding changes to your personal information requested from time to time.

3. What other information might Pharmacy Development Australia collect?

From time to time Pharmacy Development Australia may offer polls or surveys to Advancing Practice registrants and applicants, so they can provide feedback on services provided by Pharmacy Development Australia or general comment on advancing practice as a practitioner development initiative. Any results of polls are aggregated and will not be identifiable to any particular user.

4. Who else does Pharmacy Development Australia share your personal information?

Pharmacy Development Australia never shares information about individual users or mailing lists with third parties, including advertisers, sponsors or partners, except to comply with applicable law or for a valid legal process or to protect the personal safety of our users or the public.

5. Who can I contact about privacy matters?

Contact the Advancing Practice Program Coordinator via- info@advancingpractice.com.au.

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