



# Privacy Policy

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**August 2003**

## Introduction

The Council on Chiropractic Education Australasia Inc (Council) is committed to protecting the privacy, confidentiality and security of personal information held in its records.

When Council is provided with personal information (any information that can identify you), this is an act of trust that Council takes very seriously. Council's records hold personal information on chiropractors, members of Council, Councillors and external participants in Council activities.

The eleven Privacy Principles which Council observes are contained within Information Standard 42. A copy of this Standard can be downloaded from [www.iie.qld.gov.au](http://www.iie.qld.gov.au), or from The Manager, Legal and Administrative Review Services, Department of Innovation and Information Economy, Sport and Recreation, PO Box 187, Brisbane Albert Street, Queensland, 4002.

The eleven Privacy Principles relate to the following:

- the collection of personal information;
- its storage and security;
- accuracy of information;
- access to and alteration of details if there are inaccuracies; and
- the use, and disclosure of, this information where relevant.

The Council's main role is to ensure, as far as practicable, that Educational Institutions are producing safe and competent chiropractors for use by the Australian and New Zealand public. Council's secondary role is to ensure that overseas trained chiropractors migrating or applying to work in Australia on work visas are both safe and competent to do so.

## Legislation governing Council activities

Whilst Council is an independent association incorporated in South Australia and therefore subject to all relevant Incorporation Laws, it is also affected by business and administrative functions related to the following legislation:

- *Financial Administration and Audit Act 1997*;
- *Freedom of Information Act 1992*;
- *Judicial Review Act 1991*;
- *Libraries and Archive Act 1988*.

## Reasons for collecting personal information.

Council collects the minimum personal information required to perform the following roles:

- accreditation of educational institutions;
- assessment of chiropractors for migration and work visa purposes.

The major use of the information collected in relation to the accreditation of educational institutions is to make an assessment as to whether educational institutions are producing safe, competent graduates.

The major use of the information collected in relation to the assessment of chiropractors for migration and work visa purposes is to ensure that such chiropractors are safe and competent to practice in Australia.

## Type of Personal Information Collected.

Details of the personal information collected by the Council are set out in the following application forms:

- Form A001 - Application for Desktop Audit;
- Form A002 - Application for Desktop Audit - CCE Accredited Institution;
- Form A003 - Application for Desktop Audit - Australian or New Zealand Registered;
- Form A004 - Application for Desktop Audit - Australian or New Zealand Qualifications;
- Form A005 - Notification of Change of Address.

### 1. Educational Institutions

Council may be provided with personal information, such as names of chiropractic institutional staff and students. This information will be stored in accordance with the *Libraries and Archive Act 1988* and will not be used for any purpose other than providing information to Council assessment teams.

### 2. Overseas trained chiropractors

Council is required to receive a range of personal information from overseas trained chiropractors, such as name, address, date of birth, degree obtained etc. This information is required so that Council can make an informed decision regarding the suitability of the chiropractor for migration or work visa purposes.

This information will be stored in accordance with the *Libraries and Archives Act 1988*. Council will seek permission from overseas trained chiropractors to release name, date of birth and examination result details to Australian Chiropractic Registration Authorities for registration purposes. Council may also be required to provide statistical information to the Department of Immigration and Multi-cultural Affairs, which may include name and result details. Council will also seek permission from overseas trained chiropractors for the release of this information.

In collecting and using personal information, the Council will comply with the provisions of the *Commonwealth Privacy Amendment (Private Sector) Act 2000* and the National Privacy Principles approved by the Commonwealth Privacy Commissioner.

Personal information, including information about an applicant's identity, formal qualifications and work experience, is collected to establish eligibility to sit the Council's Evaluation. Information concerning an applicant's performance in the evaluations conducted by the Council is also collected as part of the examination procedure. The information includes both documentary and written information and electronic data records.

The information, including examinations results, is used by the Council to verify that candidates meet the requirements for the award of the Council's Certificate of Professional Competency and for administrative purposes, such as the scheduling of candidates for clinical examinations. Since the Council conducts the examinations and processes applications on behalf of the Chiropractic Board of Australia, the Council may, on request, provide personal information about candidates to the Board.

Information on individual candidates or applicants may also be used to generate de-identified reports to monitor the standards of the Council's Evaluation process and procedures and to provide reports to relevant agencies on the numbers of chiropractors completing the Council's Evaluation.

## Storage of personal information

As mentioned above, Council will store all information collected in accordance with the *Libraries and Archive Act 1988*.

Personal Information is stored in paper and electronic files within Council premises. The information is securely stored and access is restricted to authorized personnel only, ensuring that personal information is protected and safeguarded. In addition, safeguards are maintained in relation to the destruction, use or disclosure of information and against accidental loss.

## Release of information and access to information held by the Council

Personal Information and assessment results held by the Council are only available to be accessed by the following persons:

- Officers of Council Members;
- Council's Chiropractic Overseas Assessment Committee;
- Council staff;
- as required by law (eg. in response to a legal summons).

**Please note:** Council is unable to provide information regarding an applicant to any other person, including spouse or immediate family, without the applicant's written consent.

## Personal access to Information held by the Council

Any applicant may have access to their personal records held by the Council and request amendments to such information if incorrect. However such access must be during normal office hours in the presence of a Council Member's representative or the Council's Executive Officer.

Requests for access to personal information must be made in writing to the Executive Officer, who will advise the applicant of a convenient time for the information to be viewed. Any amendments to personal information must be advised in writing and contain the original signature of the applicant (ie - requests can not be made via email).

## Complaints regarding breaches of privacy

Any applicant who believes that a breach of privacy in relation to their personal information may have occurred, should contact the Council's Executive Officer. If the complaint is unable to be resolved and the applicant wishes to lodge a formal complaint, they should write to the Chairperson of the Council. All formal complaints must include the following information:

- the applicant's full name;
- the applicant's contact details;
- the applicant's file reference number;
- the nature of the alleged breach;
- the date, if known, of the alleged breach.

Formal complaints should be sent to:

The Chairperson  
Council on Chiropractic Education Australasia Ltd  
GPO Box 622  
Canberra ACT 2601  
AUSTRALIA