



**BPML**  
BEST PRACTICE MEDICAL LOCUMS

# **PRIVACY POLICY**

**Best Practice Medical Locums Pty Ltd**

**Updated May 2010**

# **PRIVACY POLICY**

This policy outlines how Best Practice Medical Locums (BPML) uses and manages personal information provided to it or collected by it.

BPML complies with the National Privacy Principles contained in the Commonwealth Privacy Act.

## **PERSONAL INFORMATION BPML COLLECTS**

BPML collects and holds personal information, including sensitive information about or in relation to you in order to provide you with our services. The information collected includes personal contact and identification details (including names, email address and telephone numbers), referee contact details, health details and medical and criminal details.

BPML and its staff collects personal information held about an individual by way of forms, data entered through our website, interviews and telephone calls. In some cases, BPML may be provided with personal information about you from a third party.

## **HOW WE USE PERSONAL INFORMATION**

With your consent, as per the signed BPML Locum Placement Agreement, BPML will use personal information it collects from you for the primary purpose of submitting that information to prospective employers or principals that may wish to retain your services. BPML will also use the personal information to advise you of employment opportunities or other information pertinent to their application.

## **HOW WE MANAGE & RETAIN YOUR PERSONAL INFORMATION**

It is a legal requirement that BPML staff respect your confidentiality of personal information & the privacy of individuals.

Unless under legal circumstances we are required to provide your personal information to others, it will only be seen by persons working for us & persons to whom the personal information is disclosed in accordance with this policy.

BPML uses security measures including locked storage of paper records & password access rights to computerised records in order to protect the personal information that we hold. We also have strict policies and procedures in place to prevent misuse, loss, unauthorised access, modification or disclosure of information.

Sensitive information will be used & disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use of & disclosure of the sensitive information as allowed by law. Sensitive information includes, for example, a person's racial or ethnic origin, political opinions, religion, criminal record & health information.

### **CAN YOU UPDATE YOUR INFORMATION?**

Personal information held by BPML is accessible for you to update at anytime. We seek to ensure that information we hold is accurate, complete & up-to-date. Information is not stored any longer than is required in accordance with the National Privacy Principles.

### **AM I ABLE TO ACCESS MY PERSONAL INFORMATION?**

Under the Commonwealth Privacy Act, you have the right to request access to any personal information that we hold about you and advise us of any inaccuracies, incomplete or out-of-date information. There are some circumstances where access to information may be refused, for example, where a release of the information would have an unreasonable impact on the privacy of others or is unlawful.

### **ELECTRONIC MEDIA**

If you provide us with your e-mail address, you agree to receive E-mail correspondence about job vacancies and other information required to provide our service to you. Your e-mail address is not distributed to any other third party.

## **CHANGES TO THIS POLICY**

BPML may from time to time, review & update this Privacy Policy. This Policy was last updated July 2009.

## **References**

National Privacy Act 1988