

Personal Information Protection Policy.

TASMANIAN PHARMACY AUTHORITY

ABN 34 562 572 269

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Information Collected

The functions of the Tasmanian Pharmacy Authority are to administer a scheme of registration of Tasmanian pharmacy business premises, approve the ownership and interests on Tasmanian pharmacy businesses, ensure pharmacy businesses are offered at the highest possible standard, to advise the Minister on relevant issues, and to prosecute offences by the *Pharmacy Control Act 2001* and Regulations made by or under that Act.

Under the *Personal Information Protection Act 2004*, the Tasmanian Pharmacy Authority is the custodian of that information and the collection, use and disclosure of information which is to be used by the Tasmanian Pharmacy Authority is governed by the Act. The *Pharmacy Control Act 2001* makes provision for the sharing of information with other pharmacy registration authorities and other relevant bodies.

The type of personal information we collect includes names, addresses, emails, facsimile and telephone numbers, together with any specific information about a person that may be required for the purpose of discharging our functions, such as relationships with other parties with an interest in your pharmacy business.

We endeavour to ensure that the personal information we hold is accurate, complete and up to date. Where practicable, we will check on the accuracy of your personal information before we use it.

Sensitive Information

Sensitive Information generally includes things like health information, criminal record, racial origin and sexual preferences. The Tasmanian Pharmacy Authority does not collect any sensitive information.

Anonymity

If you are making a general enquiry, it may not be necessary to identify yourself. However, if you want to use some of our services, identification may be necessary.

Access to and Correction of Information Collected

The *Personal Information Protection Act 2004* provides that you can access your personal information that is held by the Tasmanian Pharmacy Authority.

If you consider the personal information to be incorrect, incomplete, out of date or misleading, you can request that the information be amended.

Requests to access or correct your personal information held by the Tasmanian Pharmacy Authority will be processed in accordance with the provisions of the *Freedom of Information Act 1991*. For further information see www.pharmacyauthority.tas.gov.au or contact the Registrar of the Tasmanian Pharmacy Authority (registrar@pharmacyauthority.tas.gov.au or telephone 0417752348) for further information.

Depending upon the nature of the request a fee may be charged for this service.

If you are not satisfied the handling or outcome of your request for access to or correction of your personal information, you can lodge a complaint with the Ombudsman. The Ombudsman's Office can be contacted on 03 6233 6217, or 1800 001 170 (cost of local call outside Hobart area), and by email at ombudsman@justice.tas.gov.au.

Use and Disclosure of Personal Information

Our staff are only provided with or have access to the information that is necessary for them to carry out their functions for Tasmanian Pharmacy Authority. All staff are bound by confidentiality requirements.

Personal information will be used only for the purpose described in the *Information Collected* section above. Otherwise, your personal information will only be disclosed with your consent, or if it is required by or authorised by law.

For example, there may be a need to disclose some or all information we collect to contractors and agents of the Tasmanian Pharmacy Authority, law enforcement agencies, courts or other public sector bodies as required under the *Pharmacy Control Act 2001* and Regulations made by or under that Act.

The *Personal Information Protection Act* permits the disclosure of "basic personal information" (that is, name, address, date of birth and gender) to other public sector bodies where necessary for the efficient storage and use of information.

Personal information in written submissions on policy matters or matters of public consultation may be disclosed in reports that are made public, unless the submission was submitted and/or accepted on a confidential basis.

Security of Personal Information

We use a number of procedural, physical, and technical safeguards, including access controls, secure methods of communication and back-up and recovery systems to protect information from misuse and loss, unauthorised access, modification and disclosure.

Generally, information is destroyed or permanently de-identified when it is no longer required. However, under the *Archives Act 1983*, some information is required to be kept for specified periods or permanently.