

Privacy Policy – AUSMAT Database

1. Scope

This Privacy Policy describes how we collect, disclose, hold, manage and store information that we collect about you, in connection with the Australian Medical Assistance Team (**AUSMAT**) Database.

By submitting a Registration Application to a Participating Jurisdiction or clicking “I accept” on the home page of the Database you are consenting to your Personal information being collected, disclosed, held, managed and stored in accordance with this Privacy Policy.

Personal information is maintained to support training and Deployments.

2. Who is collecting your information?

The Northern Territory of Australia, care of the National Critical Care and Trauma Response Centre (ABN 84 085 734 992) (**NCCTRC, we, us, our**). The State or Territory of which you are a resident (and which is a Participating Jurisdiction) and Third Party Entities may also access your Personal Information. We suggest that you also review their privacy policies to understand how they manage your Personal Information.

3. The kinds of Personal Information held in the Database

We collect:

- **identity information**, including your address, contact details, criminal history, date of birth, driver's licence number, educational and employment experience, ethnic origin, name, next of kin, passport number, passport identification photo, information contained within Australian Health Practitioner Regulation Agency (**AHPRA**) registration documentation, primary qualification certification, working with children/vulnerable people registration information, Medicare number and other biographical information about you (**Identity Information**); and
- **health information**, including your allergies, dietary requirements, existing illnesses, disabilities or injuries, health services provided (or to be provided) to you, immunisation status (including vaccination and serology records) and existing dental conditions (**Health Information**),

(together, **Personal Information**).

We take reasonable steps to ensure that the Personal Information that we collect, use and disclose about you is accurate, complete and up-to-date and that it is kept safe within our Database.

4. The purposes for which the NCCTRC collects Personal Information

The NCCTRC collects Personal Information (including Health Information) from you, in order to:

- maintain a user account for you in the Database;

- assess your eligibility and suitability for further training opportunities, exercises, and Deployments;
- facilitate Deployments, including preparatory steps such as advising you of education, training and vaccination requirements and contacting you post-Deployment, in connection with wellbeing check-ups and debriefs;
- facilitate the issuance of Deployment specific documentation such as, but not limited to, international visas, international driver's licences, border entry forms and Authority to Practice documentation of the host country; and
- facilitate other NCCTRC administrative activities in connection with AUSMAT, including process improvements in our management of AUSMAT and the recording and reporting of information regarding personnel (including the number of trained personnel, deployable status statistics, skillsets and skill mix), the currency of Participants' Personal Information in the AUSMAT Database, further training requirements and priorities.

We are not legally required to collect the Personal Information from you. However, if you do not provide all of the Personal Information we require (or if you revoke your consent to that collection or instruct us to delete or deactivate your user account), we will not be able to maintain a user account for you in the Database and you will not be eligible for further training or Deployment opportunities.

The Personal Information in the Database informs selection and pre-Deployment requirements once a Deployment is approved. If you do not maintain a current database profile, you will not be eligible to be considered for a Deployment.

5. How the NCCTRC collects Personal Information

We collect Personal Information from you when you:

- provide us with information when making your volunteer registration application for inclusion in the Database;
- upload or update Personal Information in the Database; and / or
- provide us with your Personal Information during other interactions with us.

We also collect your Personal Information from third parties (including contract service providers, healthcare sector participants and Participating Jurisdictions) who are involved in assessing your eligibility for Deployments and other related activities. However, we will only collect your Personal Information from third parties where it is not reasonable and practicable for the NCCTRC to collect that Personal Information directly from you. As part of maintaining your Database profile, you can access all your information that is held in the Database.

6. How the NCCTRC uses and discloses Personal Information

Your Personal Information will be used by the NCCTRC to:

- manage and administer the Database;
- assess your eligibility and suitability for Deployments;
- allow you to access the Database; and

- facilitate the operations of the NCCTRC (including actions before, during and post-Deployments).

Your Personal Information may also be used and disclosed for other purposes, directly related to the above purposes (including to Participating Jurisdictions, Third Party Entities and the Commonwealth Government).

The NCCTRC may also use or disclose your Personal Information where required or authorised to do so by law.

7. Holding of Personal Information, transborder data flows and Database security

We take reasonable steps to protect your Personal Information from misuse, loss and unauthorised access, modification or disclosure. We do so by:

- storing any paper copies of your Personal Information within secure storage at our facilities;
- storing any electronic copies of your Personal Information within our secure IT server, which is located in the Northern Territory. The IT server is further protected by a firewall, password and encryption system;
- granting access to your Personal Information on a “needs only” basis to authorised personnel. Their extent of access is limited to what is necessary for them to carry out their duties (for example, certain healthcare personnel may have access to your Health Information and Identity Information; however, certain administrative personnel may only have access to your Identity Information); and
- imposing contractual restrictions on how Participating Jurisdictions and Third Party Entities use your Personal Information, including by restricting the number of their personnel that may access it.

Participating Jurisdictions verify information entered by you, assist you to manage your Database access, engage personnel for training and exercise opportunities, engage support personnel to maintain the Database, support Deployments by nominating eligible team members and coordinating expression of interests to eligible team members.

We do not transfer any Personal Information outside of the Northern Territory, other than in accordance with this Privacy Policy.

In order to facilitate Deployments from time to time, it may be necessary for us to share Personal Information with Participating Jurisdictions, the Commonwealth Government or other government agencies such as Emergency Management Australia. Where Personal Information is shared in these circumstances, Participating Jurisdictions and the Commonwealth Government are subject to legally binding obligations that require the Personal Information to be handled, used or disclosed under applicable Privacy Laws.

Sometimes maintenance and support will be required on our secure IT server or the associated software / hardware for the Database. This requires personnel or contractors situated outside the Northern Territory to remotely access your Personal Information from time to time. However, those personnel and contractors remain bound by our requirements when they access and handle the Personal Information. No transfer of Personal Information outside of the Northern Territory occurs when such maintenance and support is being provided by those persons.

The NCCTRC has in place a system to ensure that your Personal Information is destroyed or permanently de-identified once it is no longer required. If your Database

account is de-registered or cancelled your Personal Information will be archived by us (in which case it will only be accessible by the NCCTRC) for up to five years.

8. Identifiers

In the Database, you will be identified by your name.

A unique identification number will be assigned to your profile upon creation as it is necessary to enable AUSMAT to perform its functions efficiently. This identification number will be used by AUSMAT's Database system administrators for the sole internal purpose of Database management.

We will not assign you any other unique identifiers, such as an "AUSMAT ID number".

However, as part of the Personal Information collected from you, NCCTRC will collect unique identifiers assigned to you by other public sector organisations (including your driver's licence number and passport number) (**Public Sector Identifier**).

From time to time:

- where it is necessary in order to perform our functions efficiently, we will utilise Public Sector Identifiers to facilitate Deployments and the administration of the Database; and
- where it is necessary for us to fulfil our obligations to the organisation that assigned the Public Sector Identifier to you, we may use or disclose your Public Sector Identifier.

9. Data quality

We take reasonable steps to ensure that Personal Information that we collect, use and disclose about you is accurate, complete and up-to-date. You are able and encouraged to enter any corrections or updates to your Personal Information as soon as possible.

10. Access and correction

Each AUSMAT member or applicant is responsible for ensuring that their Personal Information is kept up to date. This can be achieved by logging into your profile via the AUSMAT volunteer portal. In the event that you are unable to gain access to the AUSMAT volunteer portal, or if you wish to request a correction to Personal Information held by us that is inaccurate, incomplete or out of date, you may contact the NCCTRC on the details shown in paragraph 11 below.

Upon receipt of your request, we may:

- provide you with access to your Personal Information, or provide our reasons for refusing access to it;
- correct the Personal Information, or provide our reasons for refusing to make the correction; or
- provide reasons for our delay in responding to your request.

Please note that we may charge a reasonable fee for providing you with access to your Personal Information.

11. Contacting the NCCTRC

You may request access to the Personal Information we have collected or hold about you.

If you wish to access your Personal Information, make a complaint about how the NCCTRC has handled your Personal Information or if you have any queries regarding the contents of this Privacy Policy, please contact:

Position title: Executive Officer

Address: 5 Lancaster Rd Eaton NT

PO Box 41326 Casuarina, NT 0811 Australia

Email: OfficeofED.NCCTRC@nt.gov.au

Telephone: +61 8 8922 8000

12. Definitions and interpretation

In this *Privacy Policy*:

- **Database** means the group of systems established by the NCCTRC that allows for medical and non-medical personnel to register their interest in Deployments and creates a forum for the NCCTRC to share relevant information (including Personal Information) with Participating Jurisdictions (to facilitate Deployments and for related purposes which are necessary for the NCCTRC's functions or activities).
- **Deployments** means national and international AUSMAT deployments to disaster events.
- **IPPs** means the *Information Privacy Principles* contained in Schedule 2 to the *Information Act 2002* (NT).
- **Participating Jurisdiction** means the Commonwealth of Australia and a state or territory within the Commonwealth of Australia with authorisation from the NCCTRC to access and use the Database including the Australian Capital Territory, Queensland, New South Wales, Northern Territory, South Australia, Victoria, Tasmania and Western Australia.
- **Participant** means any individuals who have their Personal Information recorded in the Database and have had their Registration Application approved.
- **Privacy Laws** means any of:
 - the *Information Act 2002* (Cth);
 - the *Privacy Act 1988* (Cth); and
 - any other law that applies to the NCCTRC, the Participating Jurisdiction or Third Party Entities (as the case may be).
- **Registration Application** means an application that you submit to a Participating Jurisdiction through the Database portal, requesting that you be registered on the Database as a Participant.
- **Third Party Entities** means a non-government organisation or other entity that has been granted access to the Database or the Personal Information.

- Words not defined in this Privacy Policy have the meaning given to them in the *Information Act 2002* (NT).
- Words such as *for example*, *includes*, or *including* are not words of limitation.