

# Education and Training Regulation

## Privacy and Confidentiality



<b>Authorising committee/department:</b>	RANZCP Board
<b>Responsible committee/department:</b>	Education Committee
<b>Document code:</b>	<b>REG EDT-TRN Privacy and Confidentiality Education Training Regulation (29.1)</b>

### 1 PRIVACY AND CONFIDENTIALITY

- 1.1 The College and its committees, delegates and participants within training must fully comply with the requirements of Australian and New Zealand privacy legislation (whichever is applicable) and the RANZCP Privacy Policy.
- 1.2 This includes information pertaining to trainees, Specialist International Medical Graduate (SIMG) candidates, supervisors, DOTs and DOATs in relation to College training and assessments.
- 1.3 Relevant information regarding training and assessments includes but is not limited to:
  - discussions relating to trainee performance within training, such as mid-rotation feedback, targeted learning and show cause applications;
  - a trainee's College Training Record;
  - a SIMG candidate's College Progress Report;
  - assessment and examination results and feedback;
  - discussions and feedback relating to College supervision; and
  - discussions and feedback relating to the training roles undertaken by DOTs or DOATs for the purposes of College training.
- 1.4 Any training or assessment documentation (and not, for example, employment or medical registration documentation) remains the property of the College and must not be used for employment purposes.
- 1.5 A trainee, SIMG candidate, supervisor, DOT or DOAT may elect to share their own training, assessment or supervision information with another, including an employer. However, that person or entity must not share the information with any external stakeholder without explicit consent obtained from the participants in this process.
- 1.6 Any breach of privacy or confidentiality of training or supervision information in any circumstance must be reported to the College head office immediately. For example, the loss of an electronic device that contains or has access to a trainee's personal information may be considered a data breach under privacy laws, and must be reported to the College head office immediately.

## REVISION RECORD

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**Contact:** Senior Policy Officer, Education

<b>Date</b>	<b>Version</b>	<b>Approver</b>	<b>Description</b>
<b>13/08/17</b>	1.0	RANZCP Board	First version of regulation based on text currently published in Targeted Learning Policy and Procedure. Approved by CFT 13/07/17. Approved by EC 28/07/17. Approved by RANZCP Board 13/08/17 B2017/5 R20.
<b>13/05/18</b>	2.0	RANZCP Board	Updated to include: privacy and confidentiality of all participants related to training (not just trainees) and to clarify that the obligations apply to trainees as well, clarification that training documentation must not be used for employment purposes and explicit consent is needed before disclosure of personal information, requirements to report any breach to the College to align with Australian privacy law changes coming into effect February 2018 (mandatory reporting). Approved by CFT 22/03/2018. Approved by EC 20/04/2018 Approved by RANZCP Board 13/05/18 B2018/3 R12.

**August 2019**

**NEXT REVIEW**