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 training review 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Approver</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13/05/18</td>
<td>v2.0</td>
<td>RANZCP Board</td>
<td>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.</td>
</tr>
<tr>
<td>11/03/2020</td>
<td>V2.1</td>
<td>RANZCP Board</td>
<td>Change of terminology from 'Show Cause' to 'Training Review'. (CFT approved, 12/12/2019).</td>
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</tbody>
</table>

**August 2021** NEXT REVIEW