

Medical Staff Privacy Policy

Medical Staff (MS) privacy policy is based on the national privacy principles established by the Privacy Act 1988 (as amended) and personal information retained is in the strictest confidence and is only used for the purpose of securing work placements for potential medical locums.

Type of Personal Information held by MS falls into the following categories:

- Candidate information submitted and obtained from the candidate and other identified sources in connection with applications for work
- Work performance and experience information
- Information about incidents in the workplace or the wider work environment
- Staff and management information to assist in placement activities
- Information submitted and obtained in relation to absences from work due to leave, illness or other causes
- Information obtained to assist in managing client and business relationships – e.g. availability time table for relief locum work
- Referees comments in support of candidates

Purposes for which MS retains personal information:

- Recruitment and clearance for work in health care facilities
- Placement operations
- Management of recruited pool of health care professionals by MS administrative personnel
- Training and records of training
- Managing client relationships e.g. providing locums on call to Hospitals
- Long term and continuing placement operations

Candidate information is used in connection with the following;

- To obtain the necessary qualification and probity checks for employment in the health system e.g. verifying academic records, criminal record checks, clearance to work with children and the scope and locations permitted to work as designated in the registration by the Australian Health Practitioner Regulation Agency
- To assess ongoing performance and prospects
- Identification of training needs
- Identification of assessments, including medical tests, you may be required to undergo
- Our management of any complaint, investigation or inquiry in which you are involved
- Any insurance claim or proposal that requires disclosure of your personal or sensitive information

Candidate personal and sensitive information may be disclosed to:

- Potential and actual employers and clients in public or private hospitals
- Referees to check recommendations made about your performance or skills etc
- Professional association or registration body with a work placement interest in the disclosure of your personal information
- Our insurers and a workers compensation body
- Any person or organisation with a lawful entitlement to obtain access to the information

If candidates do not provide the information MS seeks then:

- We may be limited in our ability to locate suitable work
- We may be limited in our ability to place candidates in work
- We may discontinue seeking locum placements for candidates

Gaining access to their information to correct it if is wrong:

- Candidates have a right to see and have a copy of personal and sensitive information held
- Candidates can request changes to information stored if they can clearly establish that it is not accurate, is incomplete or is not up to date
- Candidates seeking access to retained personal information must be able to verify their identity
- MS endeavours at all times to ensure all candidate and approved locum information is correct and up to date
- Access to information may be refused if it is considered that the privacy rights of others or a breach of any confidentiality stems from that information being released

Disposal of candidate and locum information occurs when:

- MS does not pursue further placements for existing locums
- MS terminates the recruitment of candidate locums
- All printed information is firstly shredded then removed by a licenced document removal company in secured containers

Further inquiries and complaints:

- Candidates and existing locums or health care workers with inquiries and complaints relating to our privacy policy can contact the company Privacy Officer (Operations Manager) or the Federal Privacy Commissioner.

Contact details are as follows: www.medicalstaff.com.au