

Privacy

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| Category: | Compliance | Policy Number: | PRO140.3 |
| Reviewer: | Director Finance, Risk and Governance | Revision: | 003 |
| Date Approved: | June 2019 | Review Date: | June 2021 |

Purpose

This procedure explains how HPV collects, uses and discloses personal information. HPV is bound by and adopts the Information Privacy Principles set out in Schedule 1 of the *Privacy and Data Protection Act 2014 (Vic)* ("Act"). HPV views the protection of personal information as an important issue and is committed to the protection and responsible handling of personal information it collects.

Details of the policy statement to support the application of the Privacy Procedure is referenced within the POL140 Legislative Compliance Policy. This procedure is designed to be read in conjunction with the policy.

About Us

Established in 2001, HPV helps Victorian health services and hospitals to deliver high quality patient care by ensuring they have a reliable and agile supply chain.

HPV is responsible to the Minister for Health and works closely with the Department of Health and Human Services. HPV is an independent statutory authority under Section 129 of the *Health Services Act 1988*. HPV partners with health services to organise collective contracts for the goods and services they purchase; providing advice and education on how to get their supply chain working at its best and ensuring health purchasing policies are complied with. Good procurement practices ultimately benefit the health and finances of all Victorians by creating health services that provide better care with high quality outcomes that are more financially efficient.

Procedure

Your Personal Information

Personal information is recorded information or an opinion (whether true or not) about an individual whose identity is apparent or can reasonably be ascertained from the information or the opinion. Examples of personal information include a person's name, sex, date of birth, address, financial details, marital status and education and employment history. Some personal information is classed as 'sensitive information'. Sensitive information is information about a person's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association or a trade union, sexual preferences or practices and criminal record.

The types of personal information we may collect includes name, gender, address, telephone numbers, email contact details, occupational details, financial matters (payment and bank account details) and other information relevant to the business activities undertaken by HPV.

Collection of Personal Information

HPV collects personal information necessary to its functions and activities, including facilitating the supply of goods and services, monitoring compliance with health purchasing policies, training access and records of learning, and ensuring probity is maintained in the purchasing, tendering and contracting of public hospitals.

PROCEDURE

HPV collects personal information only by lawful and fair means and not in unreasonably intrusive ways. If it is reasonable and practicable to do so, HPV collects personal information about an individual only from that individual. When collecting information directly from an individual, HPV will take reasonable steps to ensure the individual is aware of why the information is being collected (including the purposes for the collection and any relevant laws), who it may be disclosed to, the main consequences if the individual does not disclose the information, and how the individual may contact HPV and gain access to the information collected. HPV will not collect sensitive personal information about you (for example, information about your racial or ethnic origin) unless HPV first obtains your consent.

HPV typically collects information from a variety of sources, including:

- communications between you and HPV, including via email, telephone or in writing;
- your participation in tenders, discussions and forums with HPV;
- when you use any services provided by (or on behalf of) HPV;
- when you access or register on HPV's website or e-learning platform; and
- from publicly-available sources of information.

Use and Disclosure of Personal Information

HPV uses personal information provided for the purposes for which it was collected, or for a secondary purpose where we are permitted to do so under the Act.

We may disclose personal information to third parties engaged to assist HPV to provide services to you. These third parties include:

- mandated and non-mandated health services; and
- probity advisers and auditors;

We take reasonable steps to ensure these third parties are bound by confidentiality and privacy obligations in relation to the protection of your personal information.

Data Quality and Security

HPV has security measures designed to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

HPV takes reasonable steps to ensure that any personal information held is accurate, complete and up to date and is relevant to the HPV's current functions and activities.

Anonymity

Wherever it is practicable and lawful, HPV will allow you to interact anonymously with us.

Access

Individuals have a right to access their own personal information held by HPV and make corrections. Requests for access and correction should be made to HPV via the contact details listed at the bottom of this Privacy Procedure.

Complaints

If you have a question or complaint about our Privacy Procedure or HPV's collection, use, disclosure or safe disposal or destruction of your personal information, your feedback should be directed to the Head of Legal as noted below.

We will promptly investigate your complaint and attempt to resolve the matter

Information transferred or stored outside of Victoria

HPV adheres to the requirements of the *Privacy and Data Protection Act 2014* when transferring personal information outside of Victoria. HPV maintains Public Records Office of Victoria compliance including disposal.

PROCEDURE

Changes

If HPV decides to or is required to change this Privacy Procedure, it will post changes to the HPV website page.

Acceptance

You accept that your use of the HPV website or any interaction with HPV includes your acceptance of this Privacy Procedure.

Contacting Us

Any questions relating to this Privacy Procedure or your personal information can be directed to the Head of Legal:

Health Purchasing Victoria

Level 34, Casselden

2 Lonsdale Street

Melbourne VIC 3000

Ph: +61 (03) 9947 3700

Email: risk&governance@hpv.org.au

Related Documents

- POL140 Legislative Compliance Policy

References

- Financial Management Compliance Framework (FMCF) Direction 3.9
- *Privacy & Data Protection Act 2014*
- *Public Records Act 1973*