



Privacy policy

In collecting, storing and using information, the Optometry Council of Australia and New Zealand (OCANZ) is bound by the provisions of the Privacy Act 1998 (the Act). The Act sets out a series of privacy principles that must be observed in the management of personal information. Our policies in relation to these principles are set out below.

Upon request to OCANZ you may find out the personal information OCANZ holds about you, for what purposes it holds this information and how it collects, holds, uses and discloses that information.

Collection of personal information

OCANZ will only collect personal information with your prior knowledge and consent. The information provided by you will be used by OCANZ for the purposes it was collected.

Use and disclosure of personal information

OCANZ collects information from applicants and candidates for the Competency in Optometry Examination to assess eligibility for, and in the administration of, the Examination. For these purposes, personal information may be provided to administrators, assessors and examiners employed or engaged by OCANZ.

OCANZ will not, except as described in the paragraph above, disclose personal information to a third party unless required to do by law and other regulation.

Specific issues relating to the use and disclosure of information

Data quality and security

OCANZ endeavours to ensure that the personal information it holds is accurate, complete and up to date. To assist OCANZ with this please inform the office of any changes to your details.

The storage, use and transfer of personal information is undertaken in a manner that ensures security and privacy. OCANZ has implemented rules and measures to protect personal information that it has under its control from unauthorised access, improper use, alteration, unlawful or accidental destruction and accidental loss. OCANZ will remove personal information from its system when it is no longer required

Openness

OCANZ will inform you what personal information is collected, why it is collected, what is done with it, whether it is released and how you may access it.

Access to and correction of personal information

You are entitled to request access to the personal information OCANZ holds and to seek to correct inaccurate information.

Sensitive information

OCANZ does not normally collect sensitive information, such as information about health status. If it is necessary to collect such information, it will be done in accordance with the National Privacy Principles and with your knowledge and permission. This information will not be disclosed without your consent.

Please contact us if:

- You believe someone has gained access to your personal information by mistake
- You would like to discuss our privacy policy
- You wish to know what personal information OCANZ is holding about you, or you would like to gain access to or amend that information

The Privacy Officer can be contacted by writing to:
Optometry Council of Australia and New Zealand
PO Box 16179
Collins St West 8007
Victoria

Or by email: enquiries@ocanz.org