



The Royal Australian  
and New Zealand  
College of Radiologists®

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RANZCR Collection Policy, Version 3.0  
Extract from Privacy and Confidential Information policies

Approved by:  
RANZCR Board of Directors

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Disclaimer: The information provided in this document is of a general nature only and is not intended as a substitute for medical or legal advice. It is designed to support, not replace, the relationship that exists between a patient and his/her doctor.

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## **About the College**

The Royal Australian and New Zealand College of Radiologists (RANZCR) is a not-for-profit association of members who deliver skills, knowledge, insight, time and commitments to promote the science and practice of the medical specialties of clinical radiology (diagnostic and interventional) and radiation oncology in Australia and New Zealand.

The College is led by clinicians who are democratically elected by the membership. The ultimate oversight and responsibility for the College is vested in the RANZCR Board of Directors.

The work of the College is scrutinised and externally accredited against industry standard by the Australian Medical Council and the Medical Council of New Zealand.

## **Our Vision**

RANZCR as the peak group driving best practice in clinical radiology and radiation oncology for the benefit of our patients.

## **Our Mission**

To drive the appropriate, proper and safe use of radiological and radiation oncological medical services for optimum health outcomes by leading, training and sustaining our professionals.

## **Our Values**

### **Commitment to Best Practice**

Exemplified through an evidence-based culture, a focus on patient outcomes and equity of access to high quality care; an attitude of compassion and empathy.

### **Acting with Integrity**

Exemplified through an ethical approach: doing what is right, not what is expedient; a forward thinking and collaborative attitude and patient-centric focus.

### **Accountability**

Exemplified through strong leadership that is accountable to members; patient engagement at professional and organisational levels.

### **Code of Ethics**

The code defines the values and principles that underpin the best practice of clinical radiology and radiation oncology and makes explicit the standard of ethical conduct the College expects of its members

## 1. INTRODUCTION

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### 1.1 Purpose and scope

- a) This Privacy Policy is important. It is intended to assist The Royal Australian and New Zealand College of Radiologists® (ABN 37 000 029 863) (the College), its staff, Fellows, College members and other individuals in understanding the College's practices for the collection, use, storage, disclosure and related handling of Personal Information and how you may access and correct information the College holds about you.
- b) The College collects, retains, uses and discloses personal and other information, in order for the College to fulfil its purposes, functions, activities and objectives as summarised in its Memorandum of Association and in the College Mission.
- c) For the purpose of this Policy reference to Personal Information includes Sensitive Information, as defined in the Australian privacy legislation, and Health Information as defined in the Australian and NZ legislation. The types of Personal Information collected by the College are set out in clause 3.1(a) of this Privacy Policy.
- d) This Privacy Policy should be read in conjunction with the College's Website Privacy and Terms of Use Policy, Privacy Collection Notice and Confidential Information Policy.

### 1.2 Definitions

In this Privacy Policy:

**College** means The Royal Australian and New Zealand College of Radiologists.

**Health Information** is a subset of Personal Information, and attracts additional protection and rules under the Australian and New Zealand privacy legislation. Health Information is defined differently under the Australian and New Zealand legislation but broadly includes all information that is Personal Information that relates to the health or disability of the person, and any health or disability services provided to that person.

**Member** means a member of the College.

**Personal Information** is information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not and whether the information or opinion is recorded in a material form or not.

**Sensitive Information** is a defined term in Australian privacy legislation and means information or an opinion about an individual's:

- (i) racial or ethnic origin;
- (ii) political opinions;
- (iii) membership of a political association;
- (iv) religious beliefs or affiliations;

- (v) philosophical beliefs;
- (vi) membership of a professional trade association;
- (vii) membership of a trade union;
- (viii) sexuality, sexual preferences or practices;
- (ix) criminal record;
- (x) health information; or
- (xi) genetic information.

## **2. COLLEGE COMMITMENT**

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- a) The College is committed to the protection of your Personal Information and complying with its obligations under applicable privacy laws. This Privacy Policy has been developed in line with these obligations and in particular: the Australian Privacy Principles in the Privacy Act 1988 (Commonwealth); and the New Zealand Information Privacy Principles in the Privacy Act 1993 (NZ).
- b) Some of the College's activities occur in conjunction with other organisations and third parties. The College will take care to meet its legal obligations when providing Personal Information to other organisations and third parties, as detailed in section 5 of this Privacy Policy.

## **3. COLLECTION OF PERSONAL INFORMATION**

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### **3.1 Information collected**

- a) The College will collect and retain Personal Information about Fellows and other College members, trainees, employees, contractors, suppliers, conference delegates and other individuals who interact with the College (referred to in this Privacy Policy as "you"). The Personal Information the College may collect includes, but is not limited to:
  - (i) name, date of birth, address, phone number, fax number and email address;
  - (ii) financial information including bank account details and credit card;
  - (iii) other relevant Personal Information, including qualifications, experience, medical training and work history;
  - (iv) medical registration details in Australia, New Zealand, and where applicable other countries;
  - (v) hospital affiliations and other specialist or other relevant memberships;
  - (vi) examination results and details of professional qualifications, continuing professional development, training and assessments.
- b) The College will only collect Personal Information relevant and reasonably necessary for the College to fulfil its purposes, functions, activities, and objectives.
- c) Personal Information may be collected by the College when a person:
  - (i) visits the College website;
  - (ii) applies to join the College as a Fellow, Trainee, or employee;

- (iii) participates in College examinations, training, peer review or other College activities;
  - (iv) submits continuing professional development records;
  - (v) communicates with the College for any reason.
- d) The College will generally collect Personal Information directly from you and from third parties associated with your training, peer review or assessment, including for example from referees, supervisors, peer reviewers and directors of training. When Personal Information is collected, the College will take reasonable steps to ensure that the individual to whom the Personal Information relates is aware of the following:
  - (i) that Personal Information is being collected;
  - (ii) the purpose for which it is being collected;
  - (iii) who are the intended recipients of the Personal Information;
  - (iv) whether the Personal Information is required under a particular law;
  - (v) the consequences if Personal Information is not provided; and
  - (vi) that the individual is able to contact the College and/or request access to their Personal Information

### **3.2 Sensitive Information**

- a) The College may collect Sensitive Information, as defined in the Australian Privacy Act, from time to time in accordance with applicable law.
- b) The College may invite individuals to disclose Sensitive Information for purposes such as the monitoring of equal opportunity or access to College programs. In such instances the purposes for which this information is requested shall be disclosed and the manner in which it will be used shall be clearly specified. Provision of this information is voluntary.

### **3.3 Purpose of Collection**

- a) The College collects and holds Personal Information about you for the purposes of fulfilling the College's purposes, functions, actions and objectives including, but not limited to:
  - (i) facilitating the provision of services by the College (including but not limited to the College's Fellowship administration service, scholarships, the selection to and delivery of the College training program including peer review, assessments, examinations and continuing professional development programs, and the organisation of educational conferences and meetings);
  - (ii) reporting to the Medical Board of Australia, Australian Medical Council, Medical Council of New Zealand, Australian Health Practitioner Regulation Agency, a trainee's employer, training site and other regulators and bodies in relation to a trainee's training, peer review, assessments, examinations, or as otherwise permitted or required by law;
  - (iii) the assessment of international medical graduates' training, qualifications and experience. For this purpose the Medical Board of Australia, Australian Medical Council, and the Medical Council of New Zealand may disclose applicant's Personal Information to the College. The College may need to clarify this information with external institutions or individuals, and obtain additional information to complete relevant assessments;
  - (iv) monitoring and investigating the conduct of Members and employees under the College Constitution, Code of Conduct and other relevant policies;

- (v) enabling the College to procure goods and services;
- (vi) allowing the College to contact you;
- (vii) organising and conducting continuing education and training programs;
- (viii) the College's administrative functions;
- (ix) conducting anonymous voluntary member surveys in order to gain member feedback on College matters and improve the services provided by the College to College members;
- (x) providing member-related information to you, including invitations to College related events;
- (xi) supporting and managing password protected, member-only access to the College website and other online platforms;
- (xii) supporting and managing an online member and public directory on the College website;
- (xiii) administering the activities of a College member in fulfilling their representative duties (such as a position on the Board, Faculty Council, Committee, as a training supervisor or examiner);
- (xiv) supporting the collection of data on workforce and training matters in order to inform College and governments' policy positions;
- (xv) maintaining lists of College members to contact, i.e. with a particular area of sub-specialty interest;
- (xvi) helping the College manage its servers and the College website and to improve the College's understanding of the needs of users of the College website;
- (xvii) investigating security incidents and misuse of College facilities; and
- (xviii) for use within the VOXEL register, which is a hardcopy New Zealand membership contact directory that is distributed to College members, practices, advertisers and sponsors (if you wish to be included in the VOXEL register).
- (xix) Providing membership services and benefits and maintain membership and service/benefits records;
- (xx) Assisting and supporting College trainees;
- (xxi) Providing education and training;
- (xxii) providing workplaces and practice environments which are free from discrimination, bullying and sexual harassment;
- (xxiii) operating a complaints resolution process with external review and appropriate sharing of information with hospitals and employers;
- (xxiv) investigating conduct of staff, Fellows, trainees and IMGs;
- (xxv) implementing, monitoring and maintaining quality assurance processes and systems, as well as processes and systems concerning regulatory matters, registrations, accreditation, audits, risk and claims management (including dealings with insurers), complaints handling and information (including external review)
- (xxvi) procuring funding, donations or other support for the activities of the College;
- (xxvii) recruiting suitable applicants to vacancies within the College;
- (xxviii) internal administration, training, assessments and reviews.

### 3.4 Method of Collection

- a) The College collects Personal Information in a number of ways, including:



- (i) directly from you through various online and hard copy registration and application forms issued to facilitate the provision of services by the College;
  - (ii) from third parties, such as supervisors, peer reviewers, referees, associated with your training or review; evaluation activities; and from any area of the College, including College offices in another country;
  - (iii) via the College website;
  - (iv) via email and other electronic means, including credit card payment remittance slips;
  - (v) through online surveys where the member has not chosen to remain anonymous;
  - (vi) from the Medical Board of Australia, Australian Medical Council, and the Medical Council of New Zealand and other regulatory authorities and health organisations. This may be through applicable data-sharing arrangements with key regulatory organisations in Australia and New Zealand (such as the Australian Health Practitioner Regulation Agency (AHPRA);
  - (vii) via social media; and
  - (viii) by recording of some or part of the College examinations (access to such recordings by candidates is governed by the terms of the Reconsideration, Review and Appeal of Decisions Policy).
- b) For organisations and residents (permanently or temporarily in the European Union) the College may require them to specifically (in writing or electronically) consent to receipt of College communications. For those organisations and individuals the College will otherwise endeavour to comply with EU General Data Protection Regulation.

#### **4. USE OF PERSONAL INFORMATION**

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The College will only use Personal Information for the purposes for which it has been collected, unless consent for other uses has been obtained, or where the College is permitted or required by law to use the Personal Information. For the general purposes for which the College collects Personal Information see section 3.3 in this Policy.

#### **5. RELATED POLICY DOCUMENTS**

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- Privacy Notice
- Website Privacy and Terms of Use Policy
- Confidential Information Policy

#### **6. CONTACT DETAILS**

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If you have any queries about this Privacy Policy, wish to gain access to or correct Personal Information the College may hold about you or have any complaints regarding an interference with your privacy or the way we manage your Personal Information you may contact the Privacy Officer appointed by the College by telephone on +61 2 9268 9777 or by email at [ranzcr@ranzcr.edu.au](mailto:ranzcr@ranzcr.edu.au). Alternatively, you can write to the Privacy Officer at Level 9, 51 Druitt Street SYDNEY NSW 2000 AUSTRALIA.

## **7. APPENDICIES**

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### A. Privacy Collection Notice

## APPENDIX A

### RANZCR

#### Privacy Collection Notice

##### 1. Contact Details

The Royal Australian and New Zealand College of Radiologists

ABN 37 000 029 863  
Level 9, 51 Druitt Street  
SYDNEY NSW 2000 AUSTRALIA.  
Phone: +61 2 9268 9777  
Fax: 61 2 9268 9799  
Email: [ranzcr@ranzcr.edu.au](mailto:ranzcr@ranzcr.edu.au)  
Website: <http://www.ranzcr.edu.au/>

##### 2. Collection of Personal Information

2.1. The Royal Australian and New Zealand College of Radiologists (**the College**), collects and holds personal information about you for the purposes of:

- (a) facilitating the provision of services by the College (including but not limited to the College's Fellowship administration service, scholarships, the selection to and delivery of the College training program and continuing professional development program and the organisation of educational conferences and meetings);
- (b) enabling the College to procure goods and services;
- (c) allowing the College to contact you;
- (d) organising and conducting continuing education and training programs;
- (e) the College's administrative functions;
- (f) conducting voluntary member surveys in order to gain member feedback on College matters and improve the services provided by the College to College members;
- (g) providing member-related information to you; including invitations to College related events;
- (h) supporting and managing password protected, member-only access to the College website and other online platforms;
- (i) supporting and managing an online member and public directory on the College website;
- (j) administering the activities of a College member in fulfilling their representative duties (such as a position on the Board, Faculty Council, Committee, as a training supervisor or examiner);
- (k) supporting the collection of data on workforce and training matters in order to inform College and governments' policy positions;
- (l) maintaining lists of College members to contact, i.e. with a particular area of sub-specialty interest;

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- (m) providing membership services and benefits and maintain membership and service/benefits records;
- (n) assisting and supporting College trainees;
- (o) providing education and training;
- (p) providing workplaces and practice environments which are free from discrimination, bullying and sexual harassment;
- (q) operating a complaints resolution process with external review and appropriate sharing of information with hospitals and employers;
- (r) investigating conduct of staff, Fellows, trainees and IMGs;
- (s) implementing, monitoring and maintaining quality assurance processes and systems, as well as processes and systems concerning regulatory matters, registrations, accreditation, audits, risk and claims management (including dealings with insurers), complaints handling and information (including external review)
- (t) procuring funding, donations or other support for the activities of the College;
- (u) recruiting suitable applicants to vacancies within the College;
- (v) internal administration, training, assessments and reviews.
- (w) helping the College manage its servers and the College website and to improve the College's understanding of the needs of users of the College website;
- (x) investigating security incidents and misuse of College facilities; and
- (y) for use within the VOXEL register, which is a hardcopy New Zealand membership contact directory that is distributed to College members, practices, advertisers and sponsors (if you wish to be included in the VOXEL register).

### 2.2. The College collects personal information from you in a number of ways including:

- (a) directly from you through various online and hard copy registration and application forms issued to facilitate the provision of services by the College;
- (b) from third parties, such as supervisors, peer reviewers, referees, associated with your training or review; evaluation activities; and from any area of the College, including College offices in another country;
- (c) via the College website;
- (d) via fax and other electronic means, including credit card payment remittance slips;
- (e) through online surveys where the member has not chosen to remain anonymous;
- (f) from the Medical Board of Australia, Australian Medical Council, and the Medical Council of New Zealand and other regulatory authorities and health organisations. This may be through applicable data-sharing arrangements with key regulatory organisations in Australia and New Zealand (such as the Australian Health Practitioner Regulation Agency (AHPRA));
- (g) via social media; and

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- (h) by recording of some or part of the College examinations (access to such recordings by candidates is governed by the terms of the College policy or Reconsideration, Review and Appeal of Decisions Policy).

2.3. If you choose not to provide your personal information to the College then it may not be possible for the College to provide you with services.