



PRIVACY CONDUCT MATTERS POLICY

1. PURPOSE AND SCOPE

The Australasian College for Emergency Medicine (ACEM; the College) has an existing policy in relation to “Privacy of Personal Information” (the *Privacy Policy*). ACEM has a Code of Conduct and process for allegations for breach of the Code of Conduct. ACEM is also committed to dealing with discrimination, bullying and sexual harassment. ACEM has entered into arrangements with other organisations and other health and education institutions in relation to conduct matters. Under those arrangements it is agreed that parties will share information particularly in relation to Discrimination, Bullying and Sexual Harassment (DBSH).

This policy outlines the personal information handling processes of ACEM in these circumstances and operates in conjunction with and as an addition to the *Privacy Policy*.

2. DEFINITIONS

ACEM Courses

means courses mandatory for members and Fellows who supervise or assess trainees and, for the purpose of this policy, includes any compulsory online resources and modules associated with approval to supervise or assess trainees.

Conduct Matter

includes:

- a) a complaint or allegation of a breach of the ACEM Code of Conduct; and
- b) a complaint or allegation of discrimination, bullying or sexual harassment against a member or trainee.

whether such complaint is made to ACEM or a health institution.

DBSH

means discrimination, bullying and sexual harassment as those terms are defined in the ACEM *Discrimination, Bullying and Sexual Harassment Policy*.

Health Institution

includes any hospital, department of health, university or other health institution at which a member or trainee is employed or engaged.

Member

except where otherwise stated, means a person admitted as a member of the College pursuant to the provisions of the ACEM Constitution and associated regulations; and, for the purposes of this policy, also includes trainees as well as any other person serving on any College entity or as an College representative.

Privacy Officer

means the ACEM staff member signified as such in the ACEM Privacy Policy

Trainee

means trainees enrolled in and undertaking the FACEM Training Program and, for the purposes of this policy, also includes Emergency Medicine Certificate and Emergency Medicine Diploma trainees, and Specialist International Medical Graduates (SIMGs) undertaking College requirements for the purpose of obtaining eligibility for election to Fellowship of the College.

3. COLLECTION

ACEM and health institutions will collect, hold and use information, including personal information, in relation to conduct matters concerning members and trainees.

ACEM and health institutions have policies to deal with and address conduct matters. ACEM has policies and processes for formal complaints in this regard.

In particular, ACEM will collect information in the course of performing its functions and activities including operating a complaints resolution process, investigating conduct matters of members and trainees and entering into collaborative arrangements with health institutions in relation to conduct matters.

4. DISCLOSURE

ACEM may disclose personal information in relation to conduct matters and completion of ACEM courses to the following persons and organisations:

- (a) health institutions, whether or not ACEM has entered into an arrangement with the health institution;
- (b) affiliated speciality societies and associations;
- (c) Government, government departments and agencies, and regulatory bodies.

5. CONSENT

By being an ACEM member or trainee and by virtue of this policy, the member or trainee as the case may be, consents to, and authorises, the collection, use and disclosure of information, including personal information, as described in this policy.

ACEM will endeavour, to the extent that it is able, to ensure that such information is held and shared sensitively and not unnecessarily distributed to persons in health institutions who do not otherwise have an interest in having the information.

ACEM may use such information in relation to the preparation of de-identified reports, collection of data and publication of data in relation to conduct matters on a de-identified basis.

ACEM may disclose such information as otherwise required or permitted by law.

6. STORAGE AND SECURITY

ACEM will store all such information securely in accordance with the ACEM *Privacy Policy*.

7. OPT OUT

A member or trainee may opt out of these arrangements and withhold or withdraw the consent set out in clause 5 by written notice to the College (addressed to the Privacy Officer). This will only apply to information collected by the College after the date of receipt of such notice, and otherwise the provisions of this Policy will apply.

8. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

8.1 Responsibilities

Document authorisation: Board
Document implementation: CEO
Document maintenance: General Manager, Governance and Standards

8.2 Revision History

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	May-2017	Approved by Board
v2	Jun-2019	Minor administrative revisions and revisions to reflect College membership categories