Bi-National Colorectal Cancer Audit (BCCA) Privacy Policy

This Policy sets out how the Bi-National Colorectal Cancer Audit (BCCA) complies with its obligations under the Australian Privacy Act 1988 and the New Zealand Privacy Act 1993 (the Privacy Acts). This Privacy Policy also explains how you can access and correct your personal information, or make a complaint about a breach of the Australian or New Zealand Privacy Principles.

This Privacy Policy applies to personal information collected by BCCA. In this Privacy Policy, the expressions "BCCA", "we", "us", "our" are references to the BiNational Colorectal Cancer Audit (BCCA).

The BiNational Colorectal Cancer Audit (BCCA) is a clinical audit that aims to increase knowledge relating to colorectal cancer surgical practice in Australia and New Zealand. It was established by the Colorectal Surgical Society of Australia and New Zealand (CSSANZ). The audit first commenced in 2007 with patients undergoing resection or treatment for colorectal cancer recorded into the database. CSSANZ represents specialist colorectal surgeons in Australia and New Zealand. Members have undertaken advanced training in colorectal surgery, and are dedicated to ongoing professional development to maintain their expertise in the diagnosis and management of intestinal and anorectal problems.

The BCCA is committed to ensuring the privacy and confidentiality of your personal information. BCCA will endeavour to handle your personal information in accordance with the Privacy Acts (including the Privacy Principles). Ethics approval has been obtained for participating surgeons from their relevant area health network or hospital ethics committee. Patient Information Sheets the audit are made available to patients by their surgeons.

This Privacy Policy explains in general terms how BCCA protects the privacy of the personal information that is provided to us and to personal information that we collect about you under any other arrangement.

WHAT IS PERSONAL INFORMATION?

The Australian Privacy Act defines personal information as: “information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identifiable.”

Sensitive information, is a subset of personal information, and includes information or opinion about an individual’s racial or ethnic origin, health information, political opinions, membership of a political association, professional or trade association or trade union, religious beliefs or affiliations, philosophical beliefs, sexual orientation or practices, criminal record, genetic information, biometric information that is to be used for certain purposes, and biometric templates.
TYPES OF PERSONAL INFORMATION WE MAY COLLECT

The kinds of personal information we collect about you may include your name, date of birth, address, gender and contact information. If we have provided you services e.g. event attendance; then we might also hold employment details, research areas of interest, information of services you have obtained from us, event attendance and payment (including bank account, credit card and invoice) details.

We collect personal information from people who are connected to our operations and activities, including committee members, participating surgeons and patients, suppliers and service providers. We collect personal information from our supporters including information to process payments and information about your payment history and activities that you have indicated you may be interested in being involved with. We collect information from publicly available sources to enable us to make personalised and tailored approaches to individuals and organisations relating to possible partnership opportunities. Sometimes we may collect photos or stories about you if you have gone to one of our events, or have visited our promotion booth at a relevant conference.

We also collect sensitive information in order to carry out the primary function of BCCA. For example, we collect health information if you are participating as a patient in the BCCA. However, we do not collect sensitive information from you without your consent.

We only collect personal information where it is reasonably necessary to conduct our functions or activities.

HOW BCCA COLLECTS AND HOLDS PERSONAL INFORMATION

BCCA will only collect personal information by lawful and fair means and not in an unreasonably intrusive way. We collect personal information from you in various ways, including: when you register your details with us, when you update your details, when you provide a product or service to BCCA, when you complete a survey or questionnaire, or participate in activities and events that we organise, when you participate in the BCCA as a patient or surgeon, when you participate in programs that we organise and conduct, when you communicate with BCCA by email, telephone or in writing.

Where it is reasonable and practicable to do so, we will only collect personal information about you directly from you. However, we may sometimes collect personal information from a third party. For example, your treating surgeon will provide your health information for the primary purpose of BCCA, or a third party may provide your contact details if the third party is a registered BCCA user and recommends your participation. However, we do not collect sensitive information without your consent.

Sometimes we collect personal information from third parties such as contractors, charitable and other like-minded organisations, health professionals, or from a publicly available source. If we collect information about you from a third party, and it is unclear that you have consented to the disclosure of your personal information to us, we will take reasonable steps to ensure that you are aware of circumstances surrounding the collection and the purposes for which we are collecting your personal information, other persons or organisations to which we might give your personal information, the existence and content of this Privacy Policy and any other matters required by relevant privacy laws.
FOR WHAT PURPOSE DOES BCCA COLLECT, HOLD, USE AND DISCLOSE PERSONAL INFORMATION?

The primary function of the BCCA is a colorectal cancer surgical audit that collects information about surgeons and their practice. This involves the collection of information about their patients including demographics, diagnoses, operative procedures, pathology and surgical outcomes. This information is collected in order for surgeons to be better equipped to audit their performance. The collection and storage of this information makes this surgical audit possible. We do not collect sensitive information without your consent and BCCA will not share your sensitive information unless you consent to such disclosure or as is permitted under the Privacy Acts. Disclosure of this information is only related to the core function of the audit for example, for the compilation or analysis of statistics relevant to public health or public safety, such as patient survival outcomes and surgeon performance.

In order to achieve the primary function of BCCA other personal information may be collected, held and disclosed to support the BCCA in its primary role this includes such information from and about supporters, researchers, hospital and health services, suppliers and service providers and other individuals or groups who may be involved or correspond with BCCA in order to achieve the primary goal.

HOW CAN I ACCESS MY PERSONAL INFORMATION?

You have the right to request access to the personal information BCCA holds about you. However, we may charge a fee to cover the costs of meeting your request. We aim to ensure that all personal information that we hold is accurate, complete and up-to-date. Please advise us if you become aware that any information that we hold about you is inaccurate or incomplete.

If you want to change any information that you have previously given us, if you want to opt out of future communications, or if you would like to access the information we hold about you, you can:

email a request to our Project Manager, bcca@cssanz.org

call us on +61 3 9853 8013

mail a request to the following postal address: BiNational Colorectal Cancer Audit Privacy Officer, Suite 6, 9 Church Street, Hawthorn, VIC 3122, Australia

HOW CAN I COMPLAIN ABOUT A BREACH OF PRIVACY?

If you believe BCCA has breached your right to privacy, you may make a written complaint providing full details, to the Project Manager, bcca@cssanz.org; or mail to BiNational Colorectal Cancer Audit Privacy Officer, Suite 6, 9 Church Street, Hawthorn, VIC 3122, Australia
HOW WILL MY COMPLAINT BE DEALT WITH?

A complaint can be made by any supporter, partner organisation, community or individual with whom we work or any member of the public whether an individual, organisation or other entity. BCCA takes privacy and our obligations seriously and welcomes any feedback in order to improve the quality of our work and, if required, to initiate action to resolve any issues. Complaints will be handled in the timely and sensitive manner protecting the privacy of respective parties. Should you feel your complaint has not been completely satisfied then you can contact General Manager CSSANZ; Suite 6, 9 Church Street, Hawthorn, VIC 3122, Australia; or by calling +61 3 9853 8013.

WILL MY PERSONAL INFORMATION BE SHARED OVERSEAS AND WHERE?

BCCA is a binational project across Australia and New Zealand. Information may be shared, in a deidentifiable form where practical, between stakeholders in both countries when reasonably necessary to conduct our functions or activities. Sensitive information will not be disclosed to parties overseas without consent. BCCA will take such steps as are reasonable to ensure that such stakeholders will abide by Australian or New Zealand privacy laws, as applicable, when dealing with personal information. BCCA data is stored in Australia.

For further information Office of the Australian Information Commissioner (OAIC) is an additional source of information (http://www.privacy.gov.au), as is the New Zealand Privacy Commissioner’s Office (www.privacy.org.nz). BCCA reserves the right to modify or amend this privacy policy at any time, provided that those modifications or amendments comply with the Australian and New Zealand Privacy Acts.