

to contractors, non-government organisations, law enforcement agencies and courts.

The Act lets us give your name, address, date of birth and gender to other public services. This is for data quality purposes.

Sometimes we and others use de-identified personal information for research, statistical analysis, state or national reporting, awareness programs, public statements or training.

There is one exception where we may make your personal information public, unless you tell us not to. This is when you send us your opinions on policy matters and in response to public consultations.

Security of Personal Information

We use procedural, physical, and technical safeguards to protect your information.

We manage information according to guidelines approved by the State Archivist. We do this under the requirements of the *Archives Act 1983*.

Further Information

Department of Health

GPO Box 125, HOBART TAS 7001

Ph: (03) 6166 3912

Email:

pipapplications@health.tas.gov.au

Personal Information Statement:

https://www.dhhs.tas.gov.au/about_the_department/your_rights/personal_information_protection

Personal Information Protection Made Simple



The Department of Health manages and delivers health and wellbeing services for all Tasmanians

Information Collected

The Personal Information Protection Act 2004 (the Act) is the law that protects your privacy. As custodians of your information we (Department of Health - DoH) do this by looking after your information.

We help to look after the health and wellbeing of Tasmanians. To do this we need to collect information about you. Some of the personal information we collect includes names, addresses and telephone numbers. We often need specific information about you to provide you with a service.

We are careful to make sure that the personal information we hold is accurate, complete and up to date. Where possible, we will check on the accuracy of your personal information before we use it.

Sensitive Information

This includes things like health information, criminal record, racial origin and sexual preferences. Generally we only collect sensitive information if you tell us we can.

Some laws require us to collect sensitive information without your OK.

Can I be anonymous?

If you are making a general enquiry, you might not need to identify yourself. But if you want to use a service, you might have to tell us who you are.

Unique Identifiers

These are numbers that help us to recognise you. They are things like Medicare numbers.

We will give you a unique identifier to help us recognise you in our service. We do not use the unique identifiers from another organisation, but we may collect these from you. We will only pass these on when it is lawful for us to do so.

Access to and Correction of Information Collected

The Act allows you to request access to your personal information held by the DoH.

You will be told if there is a fee for this service.

If you write to us, you can ask us to change your personal information if you think it is wrong, missing or if there is something out of date.

If you are not happy with our response to your request to access your personal information (or the Department's correction of your personal information) you can complain to the Ombudsman. The Ombudsman's Office can be contacted on **1800 001 170** (free call in Tasmania)

or **1300 766 725** (cost of local call anywhere in Australia), and by email at

ombudsman@ombudsman.tas.gov.au

You should only do this if you have tried to fix your complaint with us.

Using and Sharing your Personal Information

Our staff only see the information that they need to do their jobs. All staff are bound by confidentiality requirements. We will not give your personal information to others outside of DoH without your OK. Sometimes we have to if required (or authorised) by law for example.