



Privacy Policy

The Royal New Zealand College of General Practitioners ('the College') developed and maintains the College's Quality framework. The College's Quality framework includes the two Quality programmes: Foundation Standard and Cornerstone.

This policy identifies the principles that will govern the collection, use and disclosure of personal information we receive from participants in the Quality programmes.

By participating in the College's Quality programmes, participants agree to the collection and use of information in accordance with this policy.

Objectives

The objectives of the College's Quality Privacy Policy are to:

- › protect the privacy of participants in the Quality programmes (such as practice team members and College-endorsed assessors)
- › inform participants in the College's Quality programmes of the collection and use of personal information
- › explain how and why the College collects, uses, discloses and stores Personal Information and how participants in the Quality programmes can access and correct their personal information.

Information Collection and Use

While participating in the College's Quality programmes, the College may ask participants to provide identifiable information that can be used to contact or identify participants. Personally identifiable information may include, but is not limited to, practice contact names, telephone numbers and emails ('Personal Information').

Type of Information Collected

The College may collect information about participants in the Quality framework in order to provide services. The information may include practice contact names, contact details and other information required to provide College services.

Log Data

The College collects information that participants' internet browsers sends whenever participants visit or interact with the College's website or Quality tool (Log Data).

This Log Data may include information such as a participant's computer's Internet Protocol ('IP') address, browser type, browser version, the pages of the College's website visited, the time and date of the visit, the time spent on those pages and other statistics.

In addition, the College may use third party services such as Google Analytics that collect, monitor and analyse this activity.

Use or Disclosure of Personal Information

The College provides services and notifications to participants in the Quality programmes. In order to provide these services, the College may require participants to submit personal information. Information provided by participants will be stored in a database managed by the College.

Personal information provided by participants for the purpose of participating in the College's Quality programmes may be tracked, edited and/or disclosed in order to:

- › provide practice teams with services, communications and resources
- › assist the College in developing, improving, managing and administering all services, communications and resources
- › investigate and respond to queries from practice teams about the Quality programmes

The College will only disclose personal information to external stakeholders in the following circumstances:

- › Where a participant consents to the disclosure
- › Where required by law.

Communications

The College may use your personal information to contact participants with regard to:

- › Certification
- › Accreditation
- › Updates to Quality programmes
- › Marketing or promotional materials of upcoming Quality framework offerings
- › Information that practice team members or PHOs may find informative or useful.

Security

The College maintains security of digital records through password protection and of physical records through secured storage and restricting access to authorised College staff only.

Access to Personal Information

Participants can request access to the Personal Information collected by the College by contacting the Quality team directly at quality@rnzcgp.org.nz.

The College may refuse to give access to personal information under certain circumstances permitted by law. If the College refuses to provide requested information, the College will provide written notice with an explanation of the refusal.

Quality of Personal Information

The College is committed to ensuring Personal Information collected, maintained and stored is reasonably accurate, up-to-date and complete. Participants may update or correct their Personal Information.

Changes to this Privacy Policy

This Privacy Policy is effective as of 1 April 2020 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted to the College's Quality website.

The College reserves the right to update or change this Privacy Policy at any time and participants should check this Privacy Policy periodically. Continued use of the Service after the College posts any modifications to the Privacy Policy on this page will constitute participants' acknowledgment of the modifications and their consent to abide and be bound by the modified Privacy Policy.

If the College makes any material changes to this Privacy Policy, the College will notify participants either through the email address provided to the College, or by placing a prominent notice on the College's Quality website.

Contact the College

If you have any questions about this Privacy Policy, please contact quality@rnzcgp.org.nz.