



POLICY

Confidentiality

April 2022

1. Purpose

The Occupational Therapy Council of Australia Ltd (OTC) has a duty to ensure information gained in the course of its work is used appropriately, and ensures this information is managed confidentially.

Such information must:

- be used only for the purposes intended by the OTC;
- not be communicated without permission from OTC's Board of directors. This includes providing information to members' sponsors.

2. Scope

This policy applies to the following personnel, whether they are in a paid, unpaid or in a voluntary capacity, including:

- members of the OTC Board, committees, working or project groups, or other such structures within the OTC;
- all staff whether full-time, part-time, casual, temporary or permanent;
- assessors and other roles appointed by the OTC whether entitled to receipt of payment or otherwise;
- contractors and sub-contractors;
- volunteers.

3. Requirements

It is a requirement of the OTC that all personnel ensure that all information they receive is managed in a confidential manner.

3.1 Program accreditation assessors

It is a requirement of the OTC that assessors must:

- treat all information and intelligence acquired in the course of their activities as an assessment team member confidentially;
- ensure such information and intelligence are not used in any way that would violate any privilege or confidence or gain any benefit or advantage for any person or institution;

- ensure confidential and commercially sensitive information related to an education provider is maintained in a safe and secure manner, and cannot be accessed by persons not directly authorised by the OTC;
- ensure accreditation reports and associated documents are kept in a secured storage system when not in use;
- only communicate material relating to accreditation by electronic mode, where there is an assurance that an assessor or a representative of the OTC is the direct recipient;
- permanently delete all electronic documents and confidentially destroy hard copy documents containing information or attachments pertaining to a review at the completion of the review. Confirmation of this shall be communicated to the OTC. The OTC will email assessors upon finalisation of an accreditation to request deletion of files from their computers and require email confirmation this has occurred.

3.2 Overseas qualified assessment assessors

It is a requirement of the OTC that assessors must:

- treat all information and intelligence acquired in the course of their activities as an assessor confidentially;
- not use information and intelligence obtained during the course of an assessment *in violation of any privilege* or confidence or to gain improperly any kind of benefit of advantage for any person;
- ensure confidential and sensitive information related to an applicant is maintained in a safe and secure manner, and cannot be accessed by persons not directly authorised by the OTC;
- ensure material relating to an assessment shall only be communicated by electronic mode where there is an assurance that an assessor or a representative of the OTC is the direct recipient;
- permanently delete all electronic and confidentially destroy hard copy documents pertaining to assessments at the completion of the assessment. Confirmation of this shall be communicated to the OTC.

Each quarter the OTC will forward a list of Certificates of Practical Completion issued to practitioners, all assessors we be required to delete their documents associated with any of these assessments. Assessors are required to confirm via email to the OTC this has been completed.

4. Related documents

- OTC Values
- Code of conduct

5. Document information

Policy location	OTC Governance Manual		
Date	April 2022	Version	V2
Approved	GSAC August 2022	Review due	April 2025