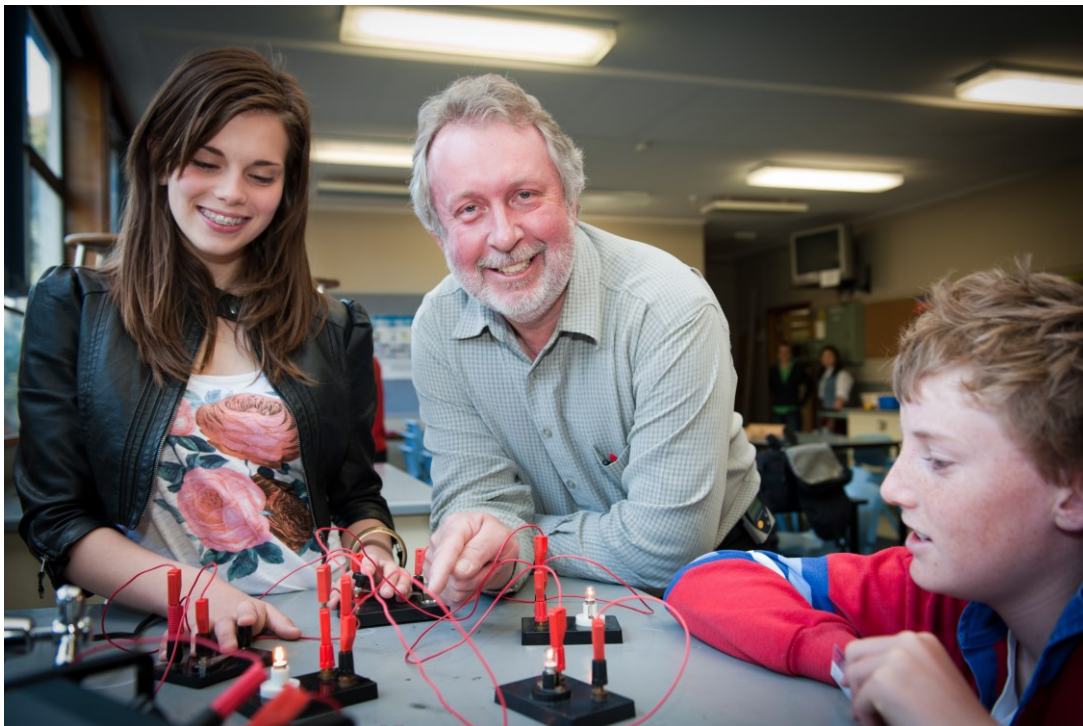




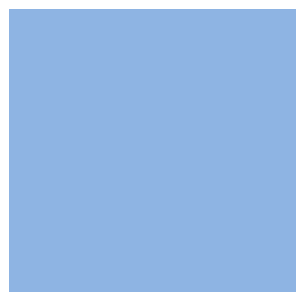
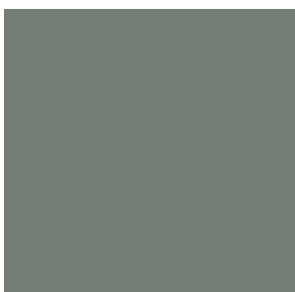
TEACHERS
REGISTRATION
BOARD TASMANIA

Personal Information Protection



Board Policy

13th November 2019





Personal Information Protection

The Teachers Registration Act 2000 requires the Teachers Registration Board of Tasmania to collect information on individuals who make application for:

- *registration as a teacher in Tasmania,*
- *a move to and/or renewal of full registration*
- *renewal of specialist vocational education and training registration*
- *a limited authority to teach,*
- *Other verification services offered by the Board.*

The Board is also required to maintain a register of teachers who have been granted registration or a limited authority to teach.

The Board is required to/able to provide data and information gathered as part of registration and associated activities to various bodies, departments and authorities and is subject to the provisions of a number of Acts and Statutory Rules in this regard.

Under the Personal Information Protection Act 2004, the Teachers Registration Board of Tasmania is the custodian of that information and its collection, use and disclosure is governed by the Act.

Personal Information

The type of personal information collected by the Teachers Registration Board of Tasmania includes name, previous names, date of birth, contact details, qualifications, teaching history, details of character referees and other specific information about an individual that may be required for the purpose of discharging the Board's functions.

The Board and its Officers take reasonable steps to ensure that the personal information held is accurate, complete and up-to-date. Where practicable, the Board and its Officers will check on the accuracy of personal information before it is used.

Sensitive Information

Sensitive information includes information related to health, criminal record, racial origin and sexual preferences. Generally, the Board will only collect sensitive information if it is necessary to fulfil the Board's functions and/or if the collection of that information is required or permitted by law.

Anonymity

Persons making a general enquiry to the Board office will be asked to identify themselves. If a person does not want to do this, the information that may be made available will be limited in its nature. If the person wants to use some of the Board's services, identification will be necessary.

Unique Identifiers

The Board assigns unique identifiers to people to carry out its functions efficiently. The Board does not adopt the unique identifiers used by other organisations. However, the Board may collect the unique identifiers assigned to individuals by another organisation, but these will not be disclosed without lawful authority.

Correction of Information Collected

The *Personal Information Protection Act 2004* provides that individuals can access personal information held by the Teachers Registration Board of Tasmania.

If an individual considers personal information to be incorrect, incomplete, out-of-date or misleading, they can request that this information be amended or take steps to amend this themselves via their account on TRB Online. Section 25(3) of the *Teachers Registration Act 2000* requires that a person notify the Board of any change in their name, address and qualifications within 60 days of that change.

Access to Information Collected

[Requests to access](#) or correct personal information held by the Board will be processed under the provisions of the *Right to Information Act 2009*.

For further information:

Teachers Registration Board
GPO Box 539
Hobart TAS 7001

Phone: (03) 6165 5977
Email: trb.admin@trb.tas.gov.au.
Web: www.trb.tas.gov.au

Depending upon the nature of the request a fee may be charged for this service.

Use and Disclosure of Personal Information

Section 25 of the *Teachers Registration Act 2000* provides for the Board to make the following information from its **register** publicly available: full name; registration number; the category and expiry date of registration. The Board provides public access to its registers via its website.

Teacher **employers**, other teacher **regulatory authorities** and other **relevant parties** may be advised of the following information: date of birth; qualifications; details of inquiries; outcomes of disciplinary actions, and notifications of refusal, suspension or cancellation of registration.

Teacher **employers** are also notified of court findings where an individual has been found guilty of a prescribed offence.

Registration details may be disclosed to **registration boards** in other states and territories (under the Mutual Recognition Arrangement which is based on the *Mutual Recognition Act 1992*) and New Zealand (under the Trans-Tasman Mutual Recognition Arrangement which is based on the *Trans-Tasman Mutual Recognition Act 1997*).

Personal information may be disclosed to Tasmania Police in order to receive **National Police History Checks** on applicants and registrants.

Personal information may also be disclosed to the Department of Justice in order to receive **Registration to Work with Vulnerable People** details for applicants and registrants.

Section 26A of the *Teachers Registration Act 2000* and Section (#) of *Teachers Registration Regulations 2011* enable the Board to share data with the Australian Institute of Health and Welfare (AIHW) for the purposes of the **Australian Teacher Workforce Data** project. The ATWD will only include linked, de-identified data to be used for reporting and research purposes. AIHW will never disclose the personal information it receives from the TRB and the use of the personal information is subject to the *Australian Institute of Health and Welfare Act 1987*. Teachers will not be identifiable in any reports on ATWD.

The [Australian Teacher Workforce Data \(ATWD\)](#) unites and connects Initial Teacher Education data and teacher workforce data from around Australia. It will provide nationally consistent data on subjects like how many teachers we have, how many graduates get jobs, the types of contracts teachers are employed under, teacher career paths and experiences, and how many teachers are entering and leaving the profession. For more information on how ATWD informs the future of the teaching profession please email: atwd@aitsl.edu.au.

There may be a need or requirement to disclose some or all information we collect to contractors and agents of the Board, law enforcement agencies, courts, or other public sector bodies, or other authorised organisations under the *Teachers Registration Act 2000* and *Teachers Registration Regulations 2001*.

The *Personal Information Protection Act 2004* permits the disclosure of 'basic personal information' (that is, name, address, date of birth and gender) that is collected in relation to the provision of a service to other public sector bodies for data quality purposes.

Some de-identified personal information may be used in research, statistical analysis, state or national reporting, awareness programs, public statements or training, but not in a way that compromises the protection of personal information. Prior to the release of any personal information to public sector bodies the Board will undertake a privacy impact assessment to assess each project's risk of non-compliance with privacy legislation and identify controls to mitigate the risk.

Personal information in written submissions on policy matters or matters of public consultation may be disclosed in reports that are made public, unless the submission was submitted and/or accepted on a confidential basis.

Security of Personal Information

Board staff only have access to the information that is necessary for them to carry out their work functions. All staff are bound by confidentiality requirements.

The Board uses a number of procedural, physical, and technical safeguards, including access controls, secure methods of communication and back-up and recovery systems to protect information from misuse and loss, unauthorised access, modification and disclosure.

Generally, there is an intention that information is destroyed or permanently de-identified when it is no longer required but this can only be done in accordance with processes approved by the State Archivist under the *Archives Act 1983*.

Legislation

[Personal Information Protection Act 2004](#)

[Right to Information Act 2009](#)

Other Information

[How do I get access to my information under the *Right to Information Act 2004*?](#)

[Ombudsman Tasmania – Right to Information](#)

Version Control

Version 2.1 – 28 October 2022 – Hyperlink update to Ombudsman

Version 2 – 13th November 2019

Reviewed 13th November 2019 by the Board

Policy Established: 01/07/2010