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## Privacy Policy of The Victorian Legal Admissions Board

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**Introduction**      The Victorian Legal Admissions Board (the **Board**) is committed to the protection of information about individuals through compliance with the *Information Privacy Act 2000 (Vic)* and the *Health Records Act 2001 (Vic)*.

The policy is accessible on the Board's website [www.lawadmissions.vic.gov.au](http://www.lawadmissions.vic.gov.au) and is available in hard copy by contacting the Board by telephone on 03 9604 2451 or in person at Ground Floor, 451 Little Bourke Street, Melbourne

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**Policy**              This policy sets the framework for information privacy and outlines the structures for managing privacy within the Board.

The Board will ensure the:

- responsible collection and handling of personal and health information
- provision of information to individuals with rights of access to information about them held by the Board, including information held by contracted service providers
- the right of individuals to require the Board to correct information about them held by the Board, including information held by contracted service providers. Insofar as it is permitted under the *Freedom of Information Act 1982 (Vic)* (FOI Act) or privacy legislation.

Some of the information handling practices of the Board may be subject to exemptions from compliance with the Information Privacy Principles in the Information Privacy Act.

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**Policy Management / Implementation**

**Privacy Policy  
Use of Personal Information**

**Collection**

The Victorian Legal Admissions Board only collects information that is necessary to fulfil statutory functions and responsibilities under The Legal Profession Uniform Law Application Act 2014 and The Legal Profession Uniform Admission Rules 2015 that came into operation on 1 July 2015.

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The kind of information collected depends on the function required. The Victorian Legal Admissions Board will collect documents relevant to applications for admission to the legal profession, appointment as a public notary or assessment of qualifications for the purpose of entry to the legal profession. The Board will collect medical records provided by applicants for the purpose of demonstrating their suitability for admission.

The Board may collect health information directly from a health practitioner where the Board requires an applicant to undergo a health assessment. When this occurs, the Board will make the applicant aware of the purposes for which the information is obtained and provide a copy of the health assessment to the applicant, except where this would pose a serious threat to the life or health of any individual or would involve the disclosure of information given in confidence.

### **Storage and Information Security**

The Board takes reasonable steps to protect all information it holds from misuse, loss, unauthorised access, modification or disclosure. We have a number of procedural, software and hardware safeguards in place. Information is stored in access-controlled premises or in electronic databases that require a login and password.

### **Access and correction**

You can request access at any time to personal information that we hold about you. All requests should be addressed to:

Privacy Officer  
Victorian Legal Admissions Board  
Ground Floor, 451 Little Bourke Street  
Melbourne, Victoria, 3000

Access and correction requests are processed in accordance with the FOI Act and may be refused in certain cases pursuant to that Act.

### **Complaints Regarding Breach of Privacy**

If you wish to make a complaint against the Victorian Legal Admissions Board for a breach of privacy under the Information Privacy Act 2000 (Vic) or the *Health Records Act 2001 (Vic)* you should first contact the Privacy Coordinator at the Board on 9604 2451 or visit our offices.

If you feel your privacy concerns have not been adequately addressed you can make a complaint by contacting the Office of the Victorian Commissioner for Privacy and Data Protection:  
PO Box 24014  
Melbourne, Victoria 3001

Or by phone on 1300 666 444 or website at [www.privacy.vic.gov.au](http://www.privacy.vic.gov.au).