



## P012 - Records Management Policy

### 1. Purpose

The purpose of this policy is to define the controls needed for the identification, storage, protection, retrieval, retention and disposal of records. The Australasian College of Sport and Exercise Physicians (ACSEP, “the College”) complies with the requirements of Clause 23 of Schedule 1A and the Information Privacy Principles of the *Principles Act 1988* in relation to the collection of information relating to members.

The specific practices, procedures and systems for handling personal information (defined below) are covered by *P004 – Privacy Policy*.

### 2. Policy-Related Definitions

	Definition
<b>ACSEP</b>	The Australasian College of Sport and Exercise Physicians
<b>Business systems</b>	Automated or manual tools that create, use, manage, or provide access to information, and which are designed to perform a set of functions to meet certain business needs
<b>College</b>	The Australasian College of Sport and Exercise Physicians
<b>Disposal</b>	The destruction or deletion of records in or from recordkeeping systems
<b>Members</b>	College Fellows, Registrars, student members, Overseas Trained Specialists, Retired Fellows, CPD Program Members and Committee Members of the College
<b>Personal Information</b>	Includes, but is not limited to: <ol style="list-style-type: none"><li>1. contact information (including name, date of birth, address, phone number and email address)</li><li>2. financial information (including billing address and payment information such as credit/debit card and bank details)</li><li>3. personal signatures</li><li>4. employment details</li></ol>



	<ol style="list-style-type: none"><li>5. referee information</li><li>6. education and employment history</li><li>7. qualifications</li><li>8. professional membership, Medical Board or other relevant registration.</li></ol>
<b>Record</b>	Any document or other source of information, in any format or medium, that is compiled, recorded or stored, by electronic process, or in any other manner or by any other means.
<b>Recordkeeping</b>	Creating and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.

### 3. Policy

#### 3.1 Recordkeeping procedures and practices

- The College maintains a records management system which includes this policy, all business systems that function as recordkeeping systems and all College archives. This system is overseen by College governance structures.
- Records made in the course of College activities will be done so in an accurate, authentic, reliable and trustworthy manner.
- College Staff will access records only when they have a business need to do so. Access to records in business systems will be regularly reviewed.
- Only authorized personnel can access records with restricted access requirements (e.g., passwords) and the access rights of such personnel will be regularly reviewed by the College.
- Recordkeeping systems will be maintained and managed for as long as they are needed, and will ensure that records are protected from theft, loss, unauthorised access, and misuse.
- To securely protect records, ACSEP utilises IT protection systems and maintains website security using firewalls. Additionally, ACSEP may store electronic information on remote servers or through contracted agencies in Australia and New Zealand, as permitted by privacy legislation.
- Records generated by outsourced, cloud or similar services used by the College must also abide by the obligations of this policy. Contractual agreements with such services must stipulate what will happen to College records at the expiration of the agreement.
- If a business system used by the College is upgraded or replaced, the records they contain will be migrated to the upgraded or replacement system.



- Records of member information (including personal information, Training Program requirements and any other documentation relevant to their membership) will be kept in electronic copy and be retained for a maximum of 7 years, at which time it will be destroyed or de-identified unless its retention is required or permitted by law.
- All reasonable steps will be taken to protect confidential information, and these protections will be regularly reviewed to ensure they provide an appropriate level of security.
- Records will not be destroyed or disposed of without authorisation.

### **3.2 Collection, storage, security and disclosure of personal information**

- Personal information will not be collected unless the information is collected for a purpose directly related to members and the collection of the information is necessary for or directly related to that purpose. Personal information will not be collected by unlawful or unfair means.
- Where personal information is collected for inclusion in a record or in a generally available publication, ACSEP will take reasonable steps to ensure that, before the information is collected, the member concerned is generally aware of:
  - The purpose for which the information is being collected;
  - If the collection of the information is authorised or required by or under law the fact that the collection of the information is so authorised or required; and
  - With whom the information may be shared.
- Where ACSEP solicits and collects personal information for inclusion in a record or in a generally available publication it will take reasonable steps to ensure that the information collected is relevant to that purpose and is up to date and complete, and the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the member.
- ACSEP will ensure that a member's personal information is kept safe, secure and accessible only to authorised personnel. The College will take reasonable steps to ensure that personal information is protected from misuse, unauthorised access, disclosure, modification or loss.
- ACSEP will not use a person's signature without prior written approval from that individual authorising such use.
- ACSEP will not use a member's personal information without taking reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, up to date and complete.



- ACSEP will not use a member's personal information except for a purpose to which the information is relevant and will ensure to prevent unauthorised use or disclosure of that personal information.
- ACSEP will not disclose a member's personal information to a person, body or agency (other than the individual concerned) unless:
  - The individual concerned is reasonably likely to have been aware that information of that kind is usually passed to that person, body or agency;
  - The individual concerned has consented to the disclosure;
  - ACSEP believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the member or of another person;
  - The disclosure is required or authorised by or under law; or
  - The disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.
- A person, body or agency to whom personal information is disclosed will not use or disclose the information for a purpose other than the purpose for which the information was given to the person.

3.3. Any Staff or College member who becomes aware of a breach or potential breach of this policy must report it as soon as possible to the CEO for appropriate action. In the case that the CEO is the subject of the report, the Chair of the Board should be notified as soon as possible.

### 3. Key Documents

- *Principles Act 1988*
- *P004 – Privacy Policy*
- *P010 – Finance Policy*

#### APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	ACSEP Board of Directors
Advisor or Advisory Committee to Approval Authority	ACSEP CEO
Administrator	ACSEP Programs, Policies and Systems Administrator



AUSTRALASIAN COLLEGE OF  
SPORT AND EXERCISE PHYSICIANS

<b>Approval and Review</b>	<b>Details</b>
Next Review Date	September 2026
<b>Approval and Amendment History</b>	
Original Approval Authority	ACSEP CEO
Effective Date	13/07/2016
Amendment Authority and Date	V2 – August 2024 – ACSEP Board
Notes	