



## Physician – personal information collection notice

22 May 2024

We, the Department of Health and Aged Care (**the Department**), run the National Occupational Respiratory Disease Registry (**National Registry**) for the Commonwealth Government.

The National Registry holds details on individuals with a work related respiratory disease. The main purpose of the National Registry is to prevent further worker exposure to hazardous agents that cause respiratory diseases. Hazardous agents include dusts, gases, fumes, vapours, mists, fungi and fibres.

This notice details how the Department will handle your personal information. The law provides protections on the collection, use and sharing of your personal information. The legal protections include the *Privacy Act 1988* (**Privacy Act**) and the Australian Privacy Principles (**APPs**).

If you no longer require access to the physician portal, please notify the National Registry help desk at 1300 293 202 or [helpdesk@NORDR.au](mailto:helpdesk@NORDR.au).

### Why is my personal information needed?

We collect personal information under the *National Occupational Respiratory Disease Registry Act 2023* (**NORDR Act**) about people that use the National Registry.

We use your personal information to check your identity and register you to use the National Registry. We may also use it to contact you about your use of the National Registry.

From 22 May 2024, occupational and respiratory physicians will be required to notify the National Registry of diagnoses of prescribed occupational respiratory diseases and may voluntarily notify diagnoses of other non-prescribed occupational respiratory diseases to the National Registry.

### What personal information do we need?

We need the following personal information about you:

- your name, work email address and contact details,
- your myGovID email address to check your identity,
- your medical speciality, and
- the name of your medical organisation or practice.

## What patient information is collected by physicians?

You must report the following Minimum notification information about a patient to submit a notification:

- patient identity and contact details,
- occupational respiratory disease details, and
- the occupational exposure that caused or exacerbated the disease.

You can also voluntarily report the following Additional notification information about a patient when submitting a notification:

- relevant medical test results,
- occupational history of exposure, and
- demographic and lifestyle information.

Please visit the website using this link <https://www.health.gov.au/our-work/nordr/physicians> to ensure you are meeting patient consent requirements.

## What agent information is collected by physicians?

You may authorise an agent to assist with data collection and entry. To authorise an agent to act on your behalf, you must obtain the agent's consent before providing their personal information to the National Registry, which includes their:

- full name,
- contact number,
- work email address, and
- myGovID email address.

## Who will we share your information with?

We share your personal information with:

- relevant State and Territory health, and work health and safety agencies, when sharing respiratory disease notifications of relevance to that jurisdiction. They may contact you to get more information,
- other physicians that are treating individuals you have reported to the National Registry,
- the Department's subcontractors that work on the National Registry, or
- where authorised or required by law.

We are unlikely to share your personal information outside of Australia.

## What happens if I don't supply my personal information?

If you do not supply your personal information you will be unable to access the National Registry to meet your obligations under the NORDR Act. If you do not meet your obligations under the NORDR Act you may be subject to civil penalties.

## How safe will my information be?

Under the Privacy Act, we must take reasonable steps to protect your personal information. This includes the secure storage of your personal information.

## How can I correct my personal information?

Guidance on how to have your personal information corrected is provided in the physician user guide found here <https://www.health.gov.au/our-work/nordr/physicians>.

However, if you require further assistance please contact the National Registry help desk at 1300 293 202 or [helpdesk@NORDR.au](mailto:helpdesk@NORDR.au).

## Our privacy policy

You can get more information about the handling of your personal information on our website using the link <https://www.health.gov.au/resources/publications/privacy-policy>. [Our privacy policy includes information on how to access your personal information.](#) If you wish to complain about the handling of your personal information, you can also contact the Department directly:

- by telephone: 02 6289 1555 or freecall 1800 020 103, or
- you can email us: [privacy@health.gov.au](mailto:privacy@health.gov.au).