



Privacy Collection Notice

Completion of eLearning modules in the Agency Online Learning Portal

The Australian Digital Health Agency (the Agency) collects personal information about individuals for a range of purposes to enable it to carry out its functions. This collection is undertaken in accordance with the requirements of the *Privacy Act 1988* (Cth) (Privacy Act) and the Agency's [Privacy Policy](#). This Privacy Collection Notice should be read in conjunction with the Agency's [Privacy Policy](#).

This Privacy Collection Notice applies to participants enrolling in the eLearning modules in the Agency Online Learning Portal. It outlines why we collect your personal information, what we collect, how we collect it and who we share it with.

Further details about the collection of your personal information are provided below.

Completion of eLearning modules in the Agency Online Learning Portal - Collection of Personal Information	
Who is collecting your personal information	Your personal information is being collected by the Agency for the purpose of carrying out one or more of its functions and activities, or where otherwise required or authorised by law.
Why we need to collect your personal information	When you enrol as a participant in the Agency's Online Learning Portal, the Agency collects your personal information to process, manage and report on your progress/completion. This information is collected in accordance with agreements with relevant accreditation bodies to support the delivery of accredited education and fulfil continuing professional development (CPD) and accreditation reporting requirements.
What personal information we collect	The Agency will collect the following information relating to you: ○ Name ○ Email address ○ Occupation ○ Healthcare setting ○ Professional body membership status ○ Member number (where applicable).



Australian Government

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	The Agency may also collect additional information that you choose to provide, including your city/town and country, organisation name, phone number and business address. Provision of this information is optional and is not required to access or participate in the Online Learning Portal. The Agency will also collect information relating to your enrolment, progress and completion of learning activities, as well as information about your access to and use of the Online Learning Portal, including login and system activity records, for administration, reporting, accreditation and security purposes.
How we collect your personal information	We will generally collect your personal information by asking you to provide it when you create an account, register for or participate in learning activities, complete forms, or otherwise interact with the Online Learning Portal. We will also collect information generated through your use of the Online Learning Portal, including information relating to your enrolment, participation, progress and completion of learning activities, as well as information about your access to and use of the Online Learning Portal, including login and system activity records.
What would happen if personal information is not collected?	If you do not provide the personal information required to create and manage your Online Learning Portal account, we may not be able to provide you with access to the Online Learning Portal, enrol you in learning activities, track your progress, or issue records of completion. However, failure to provide optional information will not affect your ability to access or participate in learning activities.
How we use and disclose personal information	Your personal information will be used and disclosed under certain circumstances. The circumstances include:



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	Where you have advised us that you are a member of a professional or accreditation body and provided your membership number, your personal information may be disclosed to that body where necessary in connection with an accredited learning activity, including for verification, reporting, record-keeping purposes, or where disclosure is otherwise required or authorised by law.
How to access or correct your personal information	You have a right under the Privacy Act to access and request corrections of personal information we hold about you. You can access and update your personal information in the Online Learning Portal by logging in and selecting "Edit Profile". If you are unable to update your information through the Online Learning Portal, you may contact us to request access to, or correction of, your personal information. The Agency's Privacy Policy contains information about how you may access and seek correction of your personal information held by the Agency.

The Agency will securely store your personal information and the Agency's [Privacy Policy](#) contains information regarding complaint handling processes.