

Privileged Information Accessed Through Studies

Policy Title	Privileged Information Accessed Through Studies
Review Date	June 2012

Purpose

This policy provides principles for the management of privileged information and materials gained through the course of study at the University of Melbourne.

Scope

This policy applies to all students of the University of Melbourne.

Legislative Context

[Information Privacy Act 2000](#)

[Health Records Act 2001](#)

[University Privacy Policy](#)

[Statute 13.1 – Student Discipline](#)

[Statute 14.1 – Intellectual Property](#)

Definitions

informed person: someone who has experience in or knowledge of a particular field

POLICY

1 Policy Statement

- 1.1 In the course of their studies at the University, students may have access to privileged information or activities, particularly those relating to clients and/or patients (human or animal) of various practising clinics of the University, or gained via practical placements. Students must treat all such information in a confidential and ethical manner.

2 Practical Classes, Performances & Other Teaching Activities

- 2.1 Students may not take photographs, video or audio recordings of lectures, tutorials, rehearsals, performances, practical classes or any other teaching activity without the express permission of the staff member supervising the activity. Where the supervising staff member is not a full-time member of University staff, or when there is any uncertainty, the express permission of the subject coordinator must also be gained.
- 2.2 No individuals, including students, staff or clients, may be identifiable within any photographs or audio or video recordings without the express permission of each of those individuals, their legal guardians or, in the case of animals, their owners.

3 Clinical Cases

- 3.1 Client confidentiality must be preserved at all times. No photographs, audio or video recordings may be taken of clients (human or animal) within any clinic or hospital in which University teaching occurs, except with the express written permission of the relevant Dean.
- 3.2 No client information may be released into the public domain except with the express written permission of those individuals, their legal guardians or, in the case of animals, their owners, and the relevant Dean.

- 3.3 Client information includes:
- a. names of the clients, their families or, in the case of animals, the identity of the animal or their owners; and
 - b. any information, including images, that might reasonably allow an individual client and/or patient (human or animal) to be identified by an informed person; and
 - c. audio recordings of any client, human or animal.

4 External Placements and Academic Associates

- 4.1 Students must maintain a professional level of confidentiality when involved in external placements as part of their studies.
- 4.2 When involved in external placements as part of their studies, students must behave in a manner that enables their supervising workplace to comply with any professional guidelines under which that workplace may operate.
- 4.3 Students may only make recordings (audio, video or photographic) on such placements with the express permission of the placement supervisor and the individuals in question, their legal guardians or, in the case of animals, their owners.

5 Publication and Public Commentary

- 5.1 Students may not publish in the public domain any privileged material or information gained during the course of their studies, including images and recordings (audio, video and photographic) taken during the course of their studies or during professional placements.
- 5.2 Publishing includes distribution of material and information in hardcopy or electronic format, including:
- a. handwritten and printed material and photocopies;
 - b. email;
 - c. websites, social networking sites and blogs; and
 - d. audio and video recordings.
- 5.3 Students may not publicly comment on privileged information. Public comment includes any comments that may be published in the public domain.

6 Intellectual Property

- 6.1 Intellectual property is governed by [Statute 14.1 – Intellectual Property](#).

7 Noncompliance

- 7.1 Failure to comply with this policy will be considered to be misconduct as outlined in [Statute 13.1 – Student Discipline](#).

RESPONSIBILITIES

1 Policy Owner

- 1.1 The Academic Board is identified as the owner of this policy.

VERSION CONTROL & CHANGE HISTORY

Version No	Approval Date	Approved By	Amendment
1	1 October 2009	Academic Board	—

SUPPORTING DOCUMENTATION

RELATED MATERIALS

Registered veterinary practitioners within Victoria are provided with a set of guidelines by the Veterinary Practitioners Registration Board of Victoria. Although students are not registered by this Board, students are expected to comply with the obligations of a veterinary practitioner. These guidelines are available on the VPRBV website, <http://www.vetboard.vic.gov.au/guidvet.php>

POLICY LIBRARY REQUIREMENTS

Category	Academic
Key Words	confidentiality, privileged information, clinical practice