

Placeright

Privacy and Security Fact Sheet

Placeright (formerly viCPlace) is a secure, web-based information system that helps Victorian clinical placement providers plan and administer clinical placements with partnered education providers and has been designed to comply with the Information Privacy Principles (IPPs) specified under the Information Privacy Act 2000 (Victoria).¹

Auspiced by the Victorian Clinical Training Council, Placeright has been developed through consultation with stakeholders from the Clinical Training Networks. The development has been possible due to support from Bendigo Health and funding made available by the Department of Health (the department).

Privacy of personal information

Placeright stores student information which is required for clinical placements within health services. Each student's personal information is only accessible to the parties organising the placement (education provider and clinical placement provider). Placeright is therefore a mechanism to allow student information to be stored securely and shared exclusively between these parties.

All student information is aggregated and de-identified before clinical placement data is provided to the department for the purpose of policy development, health workforce planning and funding allocations.

Mandatory fields for student information

Clinical placement bookings contain general information regarding the group or individual student (e.g., discipline, year level, placement requirements, etc.). In addition, information is recorded to uniquely identify individual students and Placeright requires a minimum of five fields (first name, surname, gender, date of birth and email address) to identify and assign a student to a booking. These fields provide less information than is required to seek employment or obtain a police check². Recording this personal information is necessary because:

1. one unique identifier per student is a requirement for the normal operation of Placeright;
2. clinical placement providers are obliged to know who is on site at all times³; name, gender and date of birth are the quickest unique means of identifying a student in an emergency;
3. clinical placement providers must keep placement records for a minimum of seven years⁴; and
4. it allows aggregated and de-identified unit record data (via a statistical linkage key) to be reported for verifying clinical placement activity (in order to inform activity-based payment of the department's Training and Development Grant: Professional-entry student placement subsidy).

¹ http://www.austlii.edu.au/au/legis/vic/consol_act/ipa2000231

² https://www.police.vic.gov.au/retrievemedia.asp?Media_ID=75635

³ Occupational Health and Safety Regulations 2007, Schedule II, Section 5.1;

[http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTOBJECT_Store/LTOBJSt5.nsf/d1a8d8a9bed958efca25761600042ef5/f034eb4886337c33ca2577a5007cd32e/\\$FILE/07-54sr006.pdf](http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTOBJECT_Store/LTOBJSt5.nsf/d1a8d8a9bed958efca25761600042ef5/f034eb4886337c33ca2577a5007cd32e/$FILE/07-54sr006.pdf)

⁴ General Retention and Disposal Authority for Records of Common Administrative Functions, Class No. 12.5.5;

<http://prov.vic.gov.au/wpcontent/uploads/2013/07/PROS07-01CommonAdminVar2-WebVersion20130628.pdf>

From 1 August 2017, the five minimum student information fields (first name, surname, gender, date of birth and email address) will be mandatory Placeright fields for input of student details.

The Victorian Managed Insurance Authority has advised that recording student information represents sound management practice for clinical placement providers, and is essential to:

1. conduct integrity checks to ensure the student is identified correctly; and
2. provide a safe and comfortable environment for patients/clients and students, for example, to:
 - identify students for the purpose of notifying them in the case of an outbreak of a communicable disease;
 - ensure students are aware of their organisations' occupational health and safety and emergency management procedures; and
 - manage the number and gender balance of students in any environment or service.

To adhere to the IPPs, education providers must inform students that personal information will be shared with the relevant placement provider(s) prior to data entry into Placeright.

Placeright security and privacy

Placeright has been designed with a number of security features. These are outlined below.

1. Placeright is protected by a 128-bit Secure Sockets Layer (SSL) security certificate which creates an encrypted link between a web server and the user's internet browser. All data passed through this link remains private and secure. Users can check this is working by ensuring the web address used to access Placeright is prefixed by "https://" and a 'padlock' appears on the Internet browser page.
2. The data in Placeright is automatically backed up daily as a security measure against hardware crashes, mitigating against data loss. The server is a private, high-performance server in a data centre located in Australia.
3. Data pertaining to partnerships (between a clinical placement provider and education provider) is secure to the users assigned to that partnership. This applies to sensitive information such as agreements, forum messages, requests, booking details and student information.
4. Student details are encrypted immediately upon data entry. Student details are decrypted and readable only to users assigned to the relevant partnership.
5. Reports are auto-filtered to the organisation to which the user belongs. A user cannot generate a detailed report for another organisation. The reports available to the department aggregate activity to facility level and preserve student privacy with a statistical linkage key that de-identifies individuals.
6. All users accept the Placeright Terms and Conditions of Use and Privacy Statement upon first access to Placeright. These statements can be viewed at any time in the Placeright footer on each page.