

ACAM Data Transfer Policy

**POLICY NUMBER/
REFERENCE:** 16-250723

POLICY TITLE: ACAM Data Transfer Policy

POLICY STATEMENT:

ACAM CPD Home membership is available to non-exempt medical practitioners in Australia at www.acam.org.au. It is not limited to members and fellows of ACAM but is open to those whose academic and clinical practices are aligned with the Australasian College of Aesthetic Medicine.

Objective

To inform incoming and outgoing subscribers how ACAM CPD Home will facilitate the safe transfer of their professional data.

DEFINITIONS:

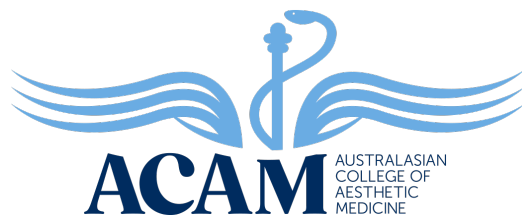
Background

ACAM CPD Home provides Australian registered medical specialists, international medical graduates, PGY2+ trainees and non-vocationally registered medical practitioners a ACAM CPD Program. ACAM CPD Home aims to provide a educational and ethical program that addresses a wide range of learning opportunities to meet the CPD needs of its subscribers, members and fellows.

ACAM CPD Home is committed to supporting its members fellows and subscribers:

- to undertake meaningful professional development;
- to meet their Continuing Professional Development (CPD) requirements under the Medical Board of Australia (MBA) *Registration Standard: Continuing Professional Development* (the Standard); and
- to easily demonstrate what they have done, should they be audited by the MBA.

ACAM CPD Home aims to be the choice provider of ACAM CPD home services to medical practitioners and supports their right to choose the CPD home that best meets their needs within the craft group of aesthetic medicine. When that is not ACAM CPD Home, or a subscriber, member or fellow needs to undertake learning facilitated by another CPD home provider to meet their scope of practice CPD requirements, such as high-level requirements in some specialities, we will support outgoing subscribers with the transfer of their data and



evidentiary documentation. Incoming subscribers, members and fellows from other CPD home providers will be able to transfer and safely upload their data to ensure a seamless transition to ACAM's CPD Home or import upon request of the Medical Education Officer upload a .csv file.

Purpose

To outline ACAM CPD Home's data transfer service and the precautions ACAM CPD Home will take when importing or exporting subscriber data upon request.

Scope

This policy applies to all incoming and outgoing ACAM CPD Home subscribers, members and fellows.

PROCEDURES:

Principles

ACMA CPD Home collects personal and professional data from individual subscribers (see our Data Management Policy). Consenting to the collection of this data is a requirement for ACAM CPD Home subscription. This data enables us:

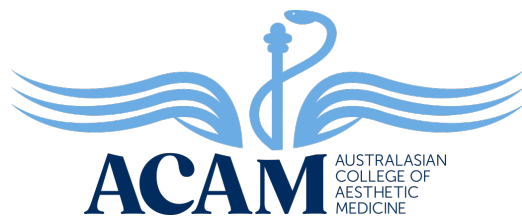
- to support subscribers in undertaking a CPD Program of Learning relevant to their scope of
- practice;
- track the CPD activities undertaken, and the hours spent on those activities; to support subscribers in meeting their CPD requirements;
- provide CPD Statement of Completion; and
- report on subscriber CPD program completions.

ACAM CPD Home respects our subscribers, members and fellows right of choice. ACAM CPD Home, without prejudice, is committed to supporting any subscriber, member or fellow needing to transfer their data to an alternate provider.

ACAM CPD Home is committed to ensuring subscribers, members and fellows are empowered to transfer their data safely and securely via a .csv file upon request when required.

Data extractions

To support subscribers, members and fellows who need to undertake learning via an alternate CPD home provider, or who choose to move to an alternate CPD home provider, ACAM CPD Home can provide an encrypted .csv file of up to 7 years' worth of their data upon request to the Medical Education Officer which will be ready for secure transfer to an alternative institution. An extraction of the files uploaded by the subscriber as supporting documentation will also be provided to them in a zip file.



The data included in the extraction will include:

- personal details
- professional details, include Aphra registration details
written ACAM CPD PLAN
- record of completed CPD activities
- accrued CPD hours
- evidence of learning completion
- ACAM CPD Statement of Completion (where available).

ACAM CPD Home will retain a copy of the outgoing subscriber's, member's and fellow's data until six months after the current CPD Year. As soon as practicable after this time the non-subscriber's data will be deleted to ensure we are not holding their personal information any longer than necessary.

Data importations

All data received for an incoming subscriber, member or fellow will be scanned for any malicious content before being compiled by the ACAM IT Team into compatible data sets for importation into the new subscriber's record.

Data to be imported must be provided in a .csv file with a header identifying each field of data so that the data can be mapped to the ACAM CPD Home dashboard.

Data transfer

Subscriber, member, and fellow's data will be downloaded to a .CSV as a zip file and, along with a copy of any uploaded supporting documents, will be sent to the subscriber by encrypted email.

Data safety

Subscriber, member or fellow data extracted from the ACAM CPD Home dashboard will be securely emailed (password protected) to the requesting subscriber. The subscriber will be responsible for securely sharing the provided data to their alternate CPD Home.

Monitoring data transfers

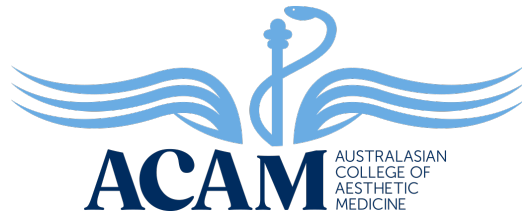
ACAM CPD Home will create and maintain SQL reports for monitoring data transfers. Monitoring the exporting and importing of data will inform internal and external reporting on subscriber numbers and movements as part of ACAM CPD Home's continuous improvement activities. This information may also be used to inform accreditation submissions to the Australian Medical Council (AMC).

Roles and Responsibilities

Subscriber, Member or Fellow

The subscriber, Member or Fellow will be responsible for:

- completing and submitting a request for data download; and
- protecting any data or documents they subsequently send to an alternate CPD home.



ACAM IT Team

The ACAM IT Team will be responsible for:

- extracting the subscriber's data into a .csv file in response to their request; ensuring the file contains a header identifying each field of data;
- sending the extracted data and documents via password protected email to the requesting subscriber;
- sending the requesting subscriber, the password in a separate email;
- scanning any data for importation for an incoming subscriber for any malicious content;
- mapping data provided by an incoming subscriber to the ACAM CPD Home dashboard; and
- creation and maintenance of SQL reports for monitoring data transfers.

AMENDMENTS/REVIEW:

'Review or Amended by the Management Committee (23 July 2023)'

'Endorsed by Management Committee (31 July 2023)'

RELATED DOCUMENTS

1. CPD Home Data Management Policy
2. Glossary of Terminology

REFERENCES:

File: ACAM Policy and Procedural Manual/Policy Manual Complete/Updated Policies/ACAM Data Transfer Policy 16-250723

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