



The Clinic 279 Privacy Policy

Current as of: April 2019

Introduction

This privacy policy is to provide information to you, our patient, on how your personal information (which includes your health information) is collected and used within our practice, and the circumstances in which we may share it with third parties.

Why and when your consent is necessary

When you register as a patient of our practice, you provide consent for our GPs and practice staff to access and use your personal information so they can provide you with the best possible healthcare. Only staff who need to see your personal information will have access to it. If we need to use your information for anything else, we will seek additional consent from you to do this.

Why do we collect, use, hold and share your personal information?

Our practice will need to collect your personal information to provide healthcare services to you. Our main purpose for collecting, using, holding and sharing your personal information is to manage your health. We also use it for directly related business activities, such as financial claims and payments, practice audits and accreditation, and business processes (eg staff training).

What personal information do we collect?

The information we will collect about you includes your:

- names, date of birth, addresses, contact details
- medical information including medical history, medications, allergies, adverse events, immunisations, social history, family history and risk factors
- Medicare number (where available) for identification and claiming purposes
- healthcare identifiers
- health fund details.

Dealing with us anonymously

You have the right to deal with us anonymously or under a pseudonym unless it is impracticable for us to do so or unless we are required or authorised by law to only deal with identified individuals.

[Note: The *Privacy Act* requires us to provide patients with the option of not identifying yourself or of using a pseudonym, should you choose to do so (APP 2) unless it is impracticable for you to do so. Please note however, that in some situations, this may well compromise the management of your health].

How do we collect your personal information?

Our practice may collect your personal information in several different ways.

1. When you make your first appointment our practice staff will collect your personal and demographic information via your registration.
2. During the course of providing medical services, we may collect further personal information.
Information can also be collected through electronic transfer of prescriptions (eTP), My Health Record, eg via Shared Health Summary, Event Summary. The Clinic 279 does participate in all of these eHealth services.
3. We may do not collect your personal information when you visit our website but may do so should you telephone us, make an online appointment or communicate with us in other ways (such as noting your address and telephone number).
4. In some circumstances personal information may also be collected from other sources. Often this is because it is not practical or reasonable to collect it from you directly. This may include information from:
 - your guardian or responsible person
 - other involved healthcare providers, such as specialists, allied health professionals, hospitals, community health services and pathology and diagnostic imaging services
 - your health fund, Medicare, or the Department of Veterans' Affairs (as necessary).

When, why and with whom do we share your personal information?

We sometimes share your personal information:

- with third parties who work with our practice for business purposes, such as accreditation agencies or information technology providers – these third parties are required to comply with APPs and this policy
- with other healthcare providers
- when it is required or authorised by law (eg court subpoenas)
- when it is necessary to lessen or prevent a serious threat to a patient's life, health or safety or public health or safety, or it is impractical to obtain the patient's consent
- to assist in locating a missing person
- to establish, exercise or defend an equitable claim
- for the purpose of confidential dispute resolution process
- when there is a statutory requirement to share certain personal information (eg some diseases require mandatory notification)
- during the course of providing medical services, through eTP, My Health Record (eg via Shared Health Summary, Event Summary).

Only people who need to access your information will be able to do so. Other than in the course of providing medical services or as otherwise described in this policy, our practice will not share personal information with any third party without your consent.

We will not share your personal information with anyone outside Australia (unless under exceptional circumstances that are permitted by law) without your consent.

Our practice will not use your personal information for marketing any of our goods or services directly to you without your express consent. If you do consent, you may opt out of direct marketing at any time by notifying our practice in writing.

How do we store and protect your personal information?

Your personal information may be stored at our practice in various forms. For instance, our practice stores information, eg as paper records, electronic records and visual records (such as X-rays, scans, videos and photos).

Our practice stores all personal information securely via securely stored and protected personal information in protected information systems. Each practitioner, nurse, specialist or allied health practitioner use passwords, and we have confidentiality agreements in place for all staff and contractors].

Please Note: We do not record consultations and expect that patients will also not record them, as it is illegal to do so without permission from all parties involved. We do not give permission at any time.

Reminders and Research

From time to time we do collect information in order to better serve you and your family (for instance, in order to remind you about a child's immunization, a Cervical Screen or for a particular test that is due). De-identified information for research purposes where you cannot be identified for research or auditing purposes are sometimes conducted.

How can you access and correct your personal information at our practice?

You have the right to request access to, and correction of, your personal information.

Our practice acknowledges patients may request access to their medical records. We require you to put this request in writing and our practice will respond within a reasonable time – usually within a few days though depending on the time it takes to collect the information required, the law recommends up to 4-6 weeks. For complex requests, fees may be incurred for time taken; copying of files and postage should it be required.

Our practice will take reasonable steps to correct your personal information where the information is not accurate or up to date. From time to time, we will ask you to verify that your personal information held by our practice is correct and current. You may also request that we correct or update your information, and you should make such requests in writing to Vera Alexander-Smith, Tel: 03 94701954.

How can you lodge a privacy-related complaint, and how will the complaint be handled at our practice?

We take complaints and concerns regarding privacy seriously. You should express any privacy concerns you may have in writing. We will then attempt to resolve it in accordance with our resolution procedure. Please address all such complaints to our practice manager: **Vera Alexander-Smith, 279 Gilbert Road, West Preston 3072; or should you prefer to call, please do so on 03 94701954 for prompt advice.**

You may also contact the OAIC. Generally, the OAIC will require you to give them time to respond before they will investigate. For further information visit www.oaic.gov.au or call the OAIC on 1300 363 992.

Privacy and our website

We do not collect personal information via our Website without your permission or initiation.

Policy review statement

This privacy policy will be reviewed regularly to ensure it is in accordance with any changes that may occur. State how you will notify your patients when you amend this policy.