



PRIVACY POLICY

Privacy Policy

Your privacy is important to us. Our practice is committed to the protection of your personal information following the standards set out by the Privacy Act (1988) and the Australian Privacy Principles (APPs). The Privacy Policy detailed below aims to inform you of the kinds of personal information that we collect and hold, the purposes for which we collect, hold, use and disclose personal information, how you may access your personal information and seek correction of that information and disclosure of information.

Information we may collect from you

- Name
- Date of Birth
- Contact Details
- Medical history
- Specific investigation results

Why do we collect, hold, use and disclose personal information?

- In general, we may collect, hold, use and disclose your personal information for the following purposes:
- To properly assess, diagnose and manage your health care needs, including communication with others involved in your care, such as specialist and GPs
- To be able to communicate with you, as needed, including notifying you about health services you may be due for or which require follow-up with your GP
- For administrative purposes in running our practice, such as managing accounts and complying with Medicare requirements

How can you access and correct your personal information?

You have the right to request access to all or specific parts of your health record held by our practice. Where such access is believed to cause risk of harm to yourself or someone else access may be denied, with a clear explanation of the reason(s) for denial. If your personal information changes and you would like to make an amendment to the information held by our practice you are encouraged to let us know. If a fee is charged for providing access to your record, you will be advised of the cost in advance.

What we do with this information

We have a professional responsibility to maintain records of each appointment we have with you. This information is stored securely and for a time period required by Australian legislation. After this time, all records are disposed of (shredded or deleted).

Disclosure of Information

We will not disclose any information you provide to us without your consent. If referred by a GP or specialist, we will provide feedback to your GP or specialist on your progress and at the completion of our services.

For occupational therapy home visits, we will provide your information to home modification service providers and equipment suppliers in order for them to complete their work or make deliveries where necessary. We will discuss this with you during your home visit.