



## **PRIVACY POLICY:**

This document outlines the policy related to the **Privacy Act**, which promotes and protects the privacy of information collected from and about an individual and the **Health Information Privacy Code**, which was established specifically for the management of information relating to health and disability support services such as general practice.

The practice team members understand and comply with and implement the requirement of the **Health Information Privacy Code 1994** and as outlined in this document which state the processes to be followed by the staff in handling health information.

- The practice has a privacy officer who has received training and is aware of his responsibilities
- The practice collects health information in a manner that complies with the Health Information Privacy Code and personal information with the **Privacy Act**
- The practice complies with **Health Information Privacy Code** requirements when using health information and the Privacy Act when using personal information.
- The practice complies with the **Health Information Privacy Code** when storing and destroying health information and the **Privacy Act** with personal information
- The practice complies with **Health Information Privacy Code** requirements when disclosing health information
- The practice complies with the **Health Information Privacy Code** when correcting health information
- The practice follows the process outlined when dealing with requests for information
- The practice ensures confidentiality of information
- The practice follows the process outlined to deal with transferring patient's information
- The practice displays a privacy poster in the waiting room
- The practice makes available a brochure relating to privacy for patients on request
- All staff have received adequate training to ensure they comply with the Privacy legislation