

## COMPANY PRIVACY POLICY

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### **Your Privacy is respected**

This Clinic's policy outlines how personal information provided by you or collected by the Practice about you is used and managed.

This Clinic is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

### **What personal information is collected and how?**

The type of information collected and retained by this Clinic includes personal information about:

- Patients
- Job Applicants
- Staff members
- Contractors
- Other people who come into contact with the Practice.

### **Personal Information provided:**

This Clinic collects personal information by way of forms, face-to-face meetings and interviews, telephone calls, facsimiles, emails and delivery of chiropractic services.

### **Personal Information provided by other people:**

In some circumstances, this Clinic may receive personal information about an individual from a third party, for example referrals.

### **Employee Records Exemption:**

This Clinic's Privacy Policy does not apply, in relation to the practice's dealings with an employee record, where the dealings are directly related to a current or former employment between the employee and this Clinic. Reference is made to Freedom of Information Act 1992 (WA) and Privacy Act 1988.

### **This Clinic's use of Personal information:**

The primary purpose of collection is for the sole use of the Practice informing patients of its services, programs and products, to enable the Practice to provide information and services and for such other secondary purposes that are related to the primary purpose or can reasonably be expected to so relate, or to which you have personally consented.

### **Purposes for which this Clinic uses personal information include:**

To keep you informed about matters related to our activities through correspondence emails, facsimiles, newsletters and magazines; the administration of treatment; looking after the patient's interests.

**Job Applicants and contractors:**

This Clinic utilises personal information provided by a job applicant or contractor for the primary purposes of assessment of suitability.

**Marketing:**

This Clinic does not provide information for marketing purposes.

**Who might This Clinic disclose information to?**

This Clinic may disclose personal information to:

Another chiropractor

Another health service provider

Government departments

Any party authorised by the patient; and

To any party as required by law

**Sending information overseas:**

This Clinic will not send information about an individual outside Australia without obtaining the individual's consent and/ or complying with the National Privacy Principles.

**How do we treat sensitive information?**

Information relating to a person's health or medical status, racial or ethnic origins, political opinions, religion, trade union or other professional or trade association membership, sexual preferences and criminal history, will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

**Management and security of personal information:**

This Clinic's staff is, as a condition of employment, expected to respect the confidentiality of personal information and the privacy of individuals.

This Clinic has a system to protect the personal information it retains.

**Personal Information Update:**

This tries to ensure that the personal information it retains is accurate, complete and up-to-date. To change their personal information a patient may contact the Privacy Officer (Office Manager) during Clinic hours.

**You can check with the Practice about what personal information it retains on you.**

An individual has the right to obtain any personal information this Clinic retains, about them, and to advise of any perceived inaccuracy.

Please contact the Privacy officer (Office Manager) in writing if you wish to obtain a copy of your records. Please note a \$20.00 administration fee applies.

**Enquiries:**

For further information about this Clinic's management of privacy, please contact the Chief Executive Officer.