



PRIVACY POLICY

Ballarat Surgical Clinic takes its obligations under the *Victoria Health Records Act 2001* and the *Commonwealth Privacy Act 1988* seriously and would like to take all reasonable steps in order to comply and protect the privacy of the personal information that we hold.

The policy sets out how we intend to do so.

COLLECTION OF INFORMATION

Ballarat Surgical Clinic collects and holds personal health information about you.

Ballarat Surgical Clinic collects information from you so that we may properly assess, diagnose, treat and be proactive in your health care needs.

All members of the professional team involved in your care will have access to your personal information. This means we may use and disclose the information you provide in the following ways:

- Disclosure to others involved in your health care, including treating doctors, pathology services, radiology services and other specialists outside this medical practice. This may occur through the referral to other doctors, or for medical tests and in the reports or results returned to us following the referrals.
- Disclosure to enable recording on medical registers (example the diabetes register or the bariatric registry).
- Administrative purposes in running our medical practice, including our insurer or medical indemnity provider and quality assurance and accreditation bodies.
- Billing purposes, including providing information to your health insurance fund, the Health Insurance Commission (Medicare) and other organisations responsible for the financial aspects of your care.
- Conducting research.
- Assisting with training and education of other health professionals.

In most cases we will obtain the information directly from you or your treating doctors.

INFORMATION QUALITY

Our goal is to ensure that your information is accurate, complete and up-to-date. To assist us with this, please contact us if any of the details you have provided change. Further, if you believe that the information we have about you is not accurate, complete or up-to-date, contact us and we will use all reasonable efforts to correct the information.

STORAGE

We will take all reasonable steps to protect the security of the personal information that we hold. This includes appropriate measures to protect electronic materials and materials stored and generated in hard copy.

Access to your personal information.

Access will be provided in accordance with our *Access Policy*. If you require access to your personal information please contact Practice Manager Ann Keys.

CONTRACT

We do not contract out data storage or processing functions. If the **Ballarat Surgical Clinic** does contract out, we take measures to protect the information by a private agreement signed by any third party contractor.

Legal reasons why we collect the personal information.

Some information we collect is in order to comply with our legal obligations (eg. Mandatory reporting or accreditation requirements)

WHAT HAPPENS IF YOU CHOOSE NOT TO PROVIDE INFORMATION?

You are not obliged to give us your personal information. However, if you choose not to provide **Ballarat Surgical Clinic** with personal details we may not be able to provide you with the full range of services.