

Privacy policy

Current as of April 2018

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.

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].

3. We may also collect your personal information when you visit our website, send us an email or SMS, telephone us, make an online appointment or communicate with us using social media.

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

Our patient Medical records are stored electronically and are password protected. Our practice stores all personal information securely. All correspondence from other providers such as x-ray and pathology providers are transmitted securely in an electronic version. We do not hold hard copy films at the practice.

Our practice maintains patient's privacy. Staff that are authorized to access a patient's health record all require individual passwords to access medical records. Patient's information is stored and destroyed securely. All staff are required to sign a confidentiality agreement. Our medical records are stored electronically.

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 you may wish to email this request to the practice manager at admin@fulhamgp.com.au with

a copy of your driver's licence attached for proof of identification Please note that receiving information via email is not secure and can be intercepted by unauthorized individual, based on this information you may wish to visit the practice and request your medical records personally or perhaps you could mail a copy of your request to 1 Homewood Street Cloverdale WA 6105. Our practice will respond within 14 days to this request.

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 the Practice Manager.

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 contact the Practice Manager via:

Email: admin@fulhamgp.com.au

Mailing Address: 1 Homewood Street Cloverdale WA 6105

Ph : (08) 9277 8688

We will contact you within 30 days following your complaint.

For further information visit www.oaic.gov.au or call the OAIC on 1300 363 992 or Health & Disability Service Complaints: 1800 813 583 or 9323 0600 Commission. [

Privacy and our website

We do not recommend that you contact Fulham GP with sensitive information via email as this is not a secure portal and can be intercepted by unauthorized individuals. Please phone (08) 9277 8688 should you wish to discuss this further or ask to speak to the Practice Manager.

Policy review statement

Fulham GP regularly reviews our Privacy Policy in accordance with The Privacy Act 1988 Australian Privacy Principles and the Office of the Australian Information Commissioner (OAIC) 1300 363 922 . We will notify patient of any changes to our privacy policy on our website and through our practice publications.