



Livingstone Street Clinic Privacy Policy

- Practice procedures
- Staff responsibilities
- Patient consent
- Collection, use and disclosure of information
- Access to information.



Livingstone Street Clinic Privacy Policy

Current as of January 4, 2024

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 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.

3. 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



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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.

Our practice may use your personal information to improve the quality of the services we offer to our patients through research and analysis of our patient data.

We may provide de-identified data to other organisations to improve population health outcomes. The information is secure, patients cannot be identified and the information is stored within Australia. You can let our reception staff know if you do not want your information included.

How do we store and protect your personal information?

Your personal information may be stored at our practice in various forms.

The ways in which our practice stores information is, eg as electronic records, visual records X-rays, CT scans, videos and photos.

Our practice stores all personal information securely.

- All computers are password protected.
- All staff and contractors sign a confidentiality agreement.
- All patient records are electronic, all paper copies of patient relevant information are scanned into patients' electronic file. All paper is then placed in a secure bin and we have a contractor who then securely destroys all documents routinely and provides us with appropriate supporting documents.
- Our computer system requires secure logins and is hardware firewall protected and virus protected.
- Our IT and servers are managed by CITITEC and we remotely access their servers.

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 this request in writing. If you need to access your information please discuss this with our staff who can provide a form for you to complete after completion please return to office. Our practice will respond within a reasonable time 30 days. If a fee applies you will be notified before



completing your 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 Livingstone Street Clinic, 9 Livingstone Street, Ivanhoe 3079 or alternatively by sending an email to admin@livstclinic.com.au

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. You can contact us by phone and ask to speak to the Practice Manager or if you would like to put it in writing address your concerns to Practice Manager, Livingstone Street Clinic, 9 Livingstone Street, Ivanhoe, 3079 or by sending an emailing to practicemanager@livstclinic.com.au.

You may also contact the OAIC. Generally, the OAIC will require you to give them time to respond before they will investigate. For further information visit www.oaic.gov.au or call the OAIC on 1300 363 992.

Privacy and our website

No personal information about patients is collected directly through our website.

Emails

Please note that all outgoing emails have a disclaimer as below.

Disclaimer: The information contained in this email may be confidential and may also be the subject of professional privilege. If you are not the intended recipient, any use, disclosure or copying of this document is unauthorised. If you received this document in error, please telephone +61 3 9497 1188 immediately.

Policy review statement

Our Privacy Policy will be reviewed regularly to ensure it is in accordance with any changes that may occur. Patients will be notified by a notice on our website when updates have taken place.