

Document 23 Virginia Hill Speech Pathology Privacy Policy

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1. PART 1 – ABOUT THIS POLICY

1.1 Purpose

Virginia Hill Speech & Language Pathologist Pty Ltd is committed to protecting the privacy of personal information we collect and hold about our clients.

Virginia Hill Speech & Language Pathologist Pty Ltd complies with the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth), other privacy laws that govern how private sector health service providers like Virginia Hill Speech & Language Pathologist Pty Ltd handle your personal information (including your health information), and Speech Pathology Australia's Code of Ethics (2010).

This Privacy Policy explains how Virginia Hill Speech & Language Pathologist Pty Ltd manages the personal information we collect, use and disclose.

Virginia Hill Speech & Language Pathologist Pty Ltd is a private speech pathology practice under the ownership and directorship of Dr Virginia Hill.

2. PART 2 – HOW Virginia Hill Speech & Language Pathologist Pty Ltd HANDLES YOUR PERSONAL INFORMATION

2.1 Virginia Hill Speech & Language Pathologist Pty Ltd's Legal Obligations

In order to provide you with the health care services that you have requested, Virginia Hill Speech & Language Pathologist Pty Ltd will need to collect and use your personal information. If you provide incomplete or inaccurate information to us, or withhold personal and health information from us, we may not be able to provide you with the services you are seeking.

2.2 What information does Virginia Hill Speech & Language Pathologist Pty Ltd need to collect?

We will only collect the information we need for the particular function or activity we are carrying out.

We collect information from you that is necessary to provide you with speech pathology services and to manage our relationship with you. The information we collect includes: your name, date of birth, address, health fund details and information about your health history and family history. We require this information to assist our speech pathologists to diagnose and treat you.

2.3 How does Virginia Hill Speech & Language Pathologist Pty Ltd collect health information?

We will usually collect your health information directly from you. Sometimes, we may need to collect information about you from a third party (such as a relative, legally appointed representative, or another health service provider).

2.4 How does Virginia Hill Speech & Language Pathologist Pty Ltd use your information?

Virginia Hill Speech & Language Pathologist Pty Ltd uses your personal information for the purpose you have given the information to us. We will use your information to provide speech pathology services to you, to manage our relationship with you and to contact you in relation to matters concerning your care. We may also use your information for other purposes permitted under the Privacy Act 1988.

Who might we disclose your information to?

We may disclose your information to the following people:

(a) disclosure to other health professionals involved in your treatment

Your personal information will generally only be used by the speech pathologist involved in your care, however on occasion your care may be provided by a number of health professionals (for example, speech pathologist, occupational therapist and/or psychologist) working or consulting together. We may disclose your information to these health professionals as part of the process of providing your care and to other health professionals involved in your care.

(b) the referrer

Virginia Hill Speech & Language Pathologist Pty Ltd will usually send a discharge summary to the referrer (i.e., your medical practitioner) following discharge from Virginia Hill Speech & Language Pathologist Pty Ltd or at other times, as required for your care.

If you do not wish us to provide a copy of your discharge summary to the referrer you must let us know. Also, if the referrer's details have changed please let us know.

(c) Relatives, guardian, close friends or legal representative

We may provide information about your condition to your parent, child, other relatives, close personal friends, guardians, or to a responsible person for you, unless you tell us that you do not wish us to disclose your health information to any such person.

Other uses and disclosures

In order to provide the best possible environment in which to treat you, we may also use or disclose your personal and health information where necessary for:

- activities such as quality assurance processes, accreditation, audits, risk and claims management, patient satisfaction surveys and staff education and training;
- invoicing, billing and account management;
- to liaise with your health fund, Medicare or the Department of Veteran's Affairs and where required provide information to your health fund, Medicare or the Department of Veteran's Affairs to verify treatment provided to you;
- the purpose of sending you standard reminders, for example for appointments and follow-up care, by text message or email to the number or address which you have provided to us.

(f) Other uses with your consent

With your consent we may also use your information for other purposes such as including you on a marketing mail list, or research. Please note, however, that unless you provide us with your express consent for this purpose, we will not use your information in this way. We will not disclose your personal information to any individual who is outside Australia.

2.5 Access to and correction of your health information

You have a right to access the personal and health information that we hold about you. You can also request an amendment to your personal and health information should you believe that it is inaccurate.

If we do not agree to change your medical record/personal information in accordance with your request, we will permit you to make a statement of the requested changes and we will enclose this with your record.

Should you wish to obtain access to or request changes to your health record you can ask for our Privacy Officer (see details below) who can give you more detailed information about Virginia Hill Speech & Language Pathologist Pty Ltd's access and correction procedure.

Please note that Virginia Hill Speech & Language Pathologist Pty Ltd may recover reasonable costs associated with supplying this information to you.

2.6 Data Quality

Virginia Hill Speech & Language Pathologist Pty Ltd will take reasonable steps to ensure that your personal information which we may collect, use or disclose is accurate, complete and up-to-date.

2.7 Data Security

Virginia Hill Speech & Language Pathologist Pty Ltd will take reasonable steps to protect your personal information from misuse, interference, loss, unauthorised access, modification or disclosure. We use technologies and processes such as access control procedures, network firewalls, encryption and physical security to protect your privacy.

Virginia Hill Speech & Language Pathologist Pty Ltd will destroy or permanently de-identify any of your information which is in its possession or control and which is no longer needed for the purpose for which it was collected provided Virginia Hill Speech & Language Pathologist Pty Ltd is not required under an Australian law or court/tribunal or otherwise to retain the information.

2.8 What to do if you have a complaint about privacy issues

If:

- (a) you have questions or comments about this Privacy Policy;
- (b) Virginia Hill Speech & Language Pathologist Pty Ltd does not agree to provide you with access to your personal information; or
- (c) you have or a complaint about our information handling practices,

You can lodge a complaint with or contact our Privacy Officer on the details below. We will promptly review your complaint and provide a response to you.

2.9 How to contact us if you have a complaint about privacy issues

By letter: Privacy Officer, Virginia Hill Speech & Language Pathologist Pty Ltd (address)

By email: (email address)

By telephone: (phone number)

PART 3 – HOW Virginia Hill Speech & Language Pathologist Pty Ltd HANDLES YOUR PERSONAL INFORMATION WHEN YOU VISIT OUR WEBSITE

This section of our Privacy Policy explains how we handle your personal information which is collected from our website: [www. Virginia Hill Speech & Language Pathologist Pty Ltd.com.au](http://www.VirginiaHillSpeech&LanguagePathologistPtyLtd.com.au).

This Privacy Policy applies to your use of our website and the use of any of the facilities on our website.

3.1 Collection

When you use our website, we do not attempt to identify you as an individual user and we will not collect personal information about you unless you specifically provide this to us.

Sometimes, we may collect your personal information if you choose to provide this to us via an online form or by email, for example, if you:

- submit a general enquiry via our contacts page;
- register to receive eNewsletters; or
- send a written complaint or enquiry to our Privacy Officer.

When you use our website, our Internet Service Provider (ISP) may record and log for statistical purposes the following information about your visit:

- your computer address;
- your top level name (for example, .com.,gov., .org, .au etc.);
- the date and time of your visit;
- the pages and documents you access during your visit; and
- the browser you are using.

Our web-site management agent may use statistical data collected by our ISP to evaluate the effectiveness of our web-site.

3.2 Cookies

A "cookie" is a device that allows our server to identify and interact more effectively with your computer. Cookies do not identify individual users, but they do identify your ISP and your browser type.

This website uses temporary cookies. This means that upon closing your browser, the temporary cookie assigned to you will be destroyed and no personal information is maintained which will identify you at a later date.

Personal information such as your email address is not collected unless you provide it to us. We do not disclose domain names or aggregate information to third parties other than agents who assist us with this website and who are under obligations of confidentiality. You may be able to configure your browser to accept or reject all cookies and to notify you when a cookie is used. We suggest that you refer to your browser instructions or help screens to learn more about these functions. However, please note that if you configure your browser so as not to receive any cookies, a certain level of functionality of the Virginia Hill Speech & Language Pathologist Pty Ltd website and other websites may be lost.

3.3 Links to third party websites

We may create links to third party websites. We are not responsible for the content or privacy practices employed by websites that are linked from our website.

3.4 Use and disclosure

We will use any personal information collected via our website in accordance with our privacy policy.

VIRGINIA HILL SPEECH PATHOLOGY CONSENT FORM

Virginia Hill Speech & Language Pathologist Pty Ltd needs to collect information about you/your child for the primary purpose of providing a quality service to you/your child. In order to thoroughly assess, diagnose and provide therapy, we need to collect some personal information from you (about your child). If you do not provide this information; we may be unable to treat you/your child.

This information will also be used for:

- a. The administrative purpose of running the practice;
- b. Billing either directly or through an insurer or compensation agency;
- c. Use within the practice if passing your case to another speech pathologist within the practice for your/your child's ongoing management;
- d. Disclosure of information to your/your child's doctors, other health professionals or to teachers to facilitate communication and best possible care for you/your child; and
- e. In the case of insurance or compensation claim it may be necessary to disclose and/or collect information that affects your return to work.

We do not disclose your personal information to overseas recipients.

Virginia Hill Speech & Language Pathologist Pty Ltd has a Privacy Policy that is available on request and is available in the waiting area. This policy provides guidelines on the collection, use, disclosure and security of your/your child's information. The Privacy Policy contains information on how you may request access to, and correction of, your/your child's personal information and how you may complain about a breach of your/your child's privacy and how we will deal with such a complaint. A summary of the Privacy Policy is contained in the Collection Statement overleaf.

To ensure the process of quality treatment provision, information about your/your child's assessment results and progress may be given to other relevant service providers, who are involved in your/your child's management. These may include your/your child's doctor, teachers, specialists, insurers, solicitors, employers or others, but only where it is considered to be of benefit to your/your child's progress. Please provide names of individuals involved in your/your child's care.

Please list the names and contact details of the individuals involved in your/your child's care:

In addition to the above, please understand that you agree to pay a cancellation fee of \$75 (minimum) if 48hr notice period is not provided to us. You agree to respect the appointment times booked for you - especially regular appointment times. Failure to attend appointments that are booked regularly for you will result in the forfeiture of those regular appointments.

I consent for myself or my child to be recorded by audio or visual means for the purposes of record-keeping, assessment, and / or therapy. Any such recordings will be strictly confidential.

I consent for myself / my child to be given food or drinks as part of the therapy process. It is my responsibility to inform Virginia Hill Speech & Language Pathologist Pty Ltd of any allergies that I or my child has.

Ihave read all of the above information and understand the reasons for collecting the information and the ways in which the information may be used. I understand that it is my choice as to what information I provide. I also understand that withholding or falsifying information might act against the best interests of my/my child's assessment and therapy progress. I am aware that I can access my/my child's personal and treatment information on request and if necessary, correct information that I believe to be inaccurate. I understand that if, in exceptional circumstances, access is denied for legitimate purposes, that the reasons for this and possible remedies will be made available to me. I understand that Virginia Hill Speech & Language Pathologist Pty Ltd must obtain additional consent if the information collected is to be used in any ways other than that outlined above.

Client/Parent Name:.....Child's Name:.....

SignedDate

VIRGINIA HILL SPEECH PATHOLOGY INFORMATION COLLECTION STATEMENT

Virginia Hill Speech & Language Pathologist Pty Ltd is an independent practice under the ownership and directorship of Dr Virginia Hill.

You may contact Virginia Hill Speech & Language Pathologist Pty Ltd by writing to Dr Virginia Hill, North Adelaide Medical Centre, Suite 6 183 Tynte St North Adelaide 5006, by emailing drvirginiahill@me.com or by calling Dr Virginia Hill 0882673488. You have the right to gain access to the information held by Virginia Hill Speech & Language Pathologist Pty Ltd about you/your child.

Our Privacy Policy (available upon request) contains information on how you may request access to, and correction of, your/your child's personal information and how you may complain about a breach of your/your child's privacy and how we will deal with such a complaint.

Virginia Hill Speech & Language Pathologist Pty Ltd needs to collect information about you/your child for the primary purpose of providing quality treatment. In order to fully assess, diagnose and treat you/your child, we need to collect some personal information from you. This information will also be used for the administrative purposes of running the practice such as billing you or through an insurer or compensation agency. Information will be used within the practice for handover when another speech pathologist will be providing you/your child with ongoing assistance.

Virginia Hill Speech & Language Pathologist Pty Ltd may disclose information regarding diagnosis or treatment to your/your child's doctor or other treatment providers only with your consent. In the case of insurance or compensation claims, it may be necessary to disclose information and/or collect information that affects your/your child's treatment and return to work. Virginia Hill Speech & Language Pathologist Pty Ltd will not disclose your/your child's information to commercial companies. However, specific service or product information as deemed suitable for your/your child's speech pathology management, may be forwarded to you by us, unless you instruct Virginia Hill Speech & Language Pathologist Pty Ltd not to forward this type of information. Your written consent will be obtained at the start of your/your child's treatment in order to carry out the above activities. We do not disclose your/your child's personal information to overseas recipients.

Information at Virginia Hill Speech & Language Pathologist Pty Ltd is stored securely and only practice staff have access to it. Virginia Hill Speech & Language Pathologist Pty Ltd takes all reasonable steps to ensure that information collected about you/your child is accurate, complete and up-to-date. You may have access to your/your child's information on request and, if you believe that any of the information is inaccurate, we may be able to amend it accordingly. If you do not provide relevant personal or health information (about you or your child), in part or in full, to Virginia Hill Speech & Language Pathologist Pty Ltd it may result in incomplete assessment. This may impact on the diagnosis and the following therapy that is provided. Any concerns that you may have about this policy or about your/your child's management can be directed to Dr Virginia Hill, North Adelaide Medical Centre, Suite 6 183 Tynte St North Adelaide 5006, drvirginiahill@me.com or by calling Dr Virginia Hill 0882673488.

Breaches of the Australian Privacy Principles

Individuals are within their rights under the Privacy Act to direct complaints to Virginia Hill Speech and Language Pathologist PTY LTD. Where possible Virginia Hill Speech and Language Pathologist PTY LTD will aim to rectify the problem and satisfy the complainant's request.

If the complainant is not happy with the response then they may take his/her complaint regarding privacy concerns to the Office of the Australian Information Commissioner.

If the complaint is upheld by the Federal Privacy Commissioner, then the practice could be made to redress any financial loss or damage to the client. This could include compensation or the taking of remedial action such as the removal of complainants from mailing lists & other databases. The practice may then be required to update its policies, procedures and training processes.