



## Privacy Statement

Management and staff at the Essendon Day Procedure Centre respect your right to privacy. In accordance with the Victorian Health Records Act 2001, Privacy Act 1988, Australian Privacy Principles (APPs) 2012. We realise it is important you understand the purpose for which we collect your personal details, how this information is used, secured and to whom this information might be disclosed.

The information collected will be used for the purpose of providing healthcare treatment to you. Personal information such as your name, date of birth, address, contact information, health insurance, financial details, medical history will be used for the purpose of providing information to other healthcare providers, processing accounts, reporting to government authorities and insurers, writing to you about our services and any issues affecting your treatment.

We may disclose your personal information to other health care professionals, or request information from them if, in our judgement, that is necessary in the context of your treatment. In that event, disclosure of your personal details will be minimised wherever possible.

We may also use parts of your personal information for research purposes, in study groups or at seminars as this may provide benefit to other patients. Should this happen, your personal identity will not be disclosed without your consent to do so.

Your medical history, treatment records, x-rays and other information relevant to your treatment will be stored securely by us. You may inspect information about your treatment, request copies, change the personal information in your record, or seek an explanation from your surgeon. If any of the information we have about you is inaccurate, you may ask us to alter our records accordingly.

Administration fees may apply to retrieve, handle and post the information you seek. If you request an explanation of our records or a written summary a fee will apply.

Your health information will be treated with the utmost confidentiality. Disclosure will not be made to any person not involved in either your treatment or the administration of this practice, without your prior written consent. If you have any queries or concerns about our handling of your health information, please do not hesitate to raise these concerns with our Privacy Officer, Office of the Australian Information Commissioner 1300363992

If you wish to review information the Essendon Day Procedure Centre has retained about you and your medical history, then you will need to apply in writing by completing an Information Release Form. This application process does not guarantee automatic access to the information.