

Policy: Privacy

Application: All PresCare Employees	Issue Date: 3 March 2015	Authorised By:  Greg Skelton Chief Executive Officer
Distribution: All Services	Review Date: 2 March 2018	

Scope

The scope of this policy has application for all activities and personnel involved with the collection, storage, use and disclosure of both personal and corporate information.

Definitions

Personal Information: Information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent or can be reasonably ascertained for the information or opinion. It includes sensitive and health care related information.

Sensitive Information: Information about a person's racial or ethnic origin, political opinions or memberships, religious beliefs or affiliations, sexual preferences or practices, criminal record.

Health and care related information: Health information includes personal information that is information or an opinion about physical or mental health or a disability of an individual. It also includes information or an opinion about:

- A health service provided, or to be provided, to an individual
- An individual's express wishes about the future provision of health services to him or her
- Other personal information collected in connection with the donation of human tissue
- Genetic information that is or could be predictive of the health of an individual or their relatives or decedents

Policy

PresCare is committed to ensuring that each individual's right to privacy and confidentiality is respected and protected, and that confidential organisational documents are protected.

PresCare will ensure that any process for the collection, storage, use or disclosure of personal information will comply with the Commonwealth Privacy Act 1988 and the Australian Privacy Principles. These obligations include:

- Informing individuals why information is being collected and seeking consent for collection
- Collecting only information that is appropriate and relevant to the provision of our services
- Ensuring that opportunities are made available for corrections to personal information to be made where necessary
- Acknowledging that the individual has the right to know the nature and purpose of the information collected, how it will be protected, how long it will be kept, procedures for disposal, and how they can access their personal information

- Ensuring that all personal information is stored in a manner that is both physically and electronically secure
- Being selective and professional about divulging any personal information to staff on the basis of ensuring privacy and confidentiality
- Gaining and recording consent for the disclosure of personal information outside PresCare. If an individual does not have the capacity to give his or her consent, the written consent of an authorised advocate or legal guardian will be sought.

Related Policy, Procedure, Legislation and Professional Standards

- Protection of Confidential Information Procedure
- Freedom of Information Act (Commonwealth) 1985
- Australian Privacy Principles: Privacy Amendment (Enhancing Privacy Protection) Act 2012
- Commonwealth of Australia Privacy Regulation 2013
- Document Control Policy
- Control of Records Policy
- Client Protection and Harm Prevention Policy
- Freedom of Information Policy
- The Privacy Act 1988

Policy Replaces

- Privacy Policy HR 20
- Privacy Policy Issued 12 March 2014 (PresCare Website)
- Policy and Procedure Privacy and Confidentiality of Clients Information CC-P2

Authorisation

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