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Policy and Procedure:

Privacy and Confidentiality

Policy

This is an extremely important code of ethical behaviour and must be maintained at all times by all staff.

The legal requirements of confidentiality extends from the Practice Principal/s to all Clinicians and staff.

VERBAL BREACH of confidence - Discussion of patient's conditions with staff members, families, friends and others.

VISUAL BREACH of confidence - Leaving patient's records in full view of any other party.

AUDITORY BREACH of confidence - Discussing patient matters (in hearing range of other's nearby).

The Privacy Act

The [Privacy Amendment \(Sector\) Act 2000](#) extends the operation of the Privacy Act 1988 to cover the private health sector throughout Australia.

The Privacy Act requires our practice to abide by the 13 Australian Privacy Principles (APPs):

[APP 1 – open and transparent management of personal information](#)

[APP 2 – anonymity and pseudonymity](#)

[APP 3 – collection of solicited personal information](#)

[APP 4 – dealing with unsolicited personal information](#)

[APP 5 – notification of the collection of personal information](#)

[APP 6 – use and disclosure of personal information](#)

[APP 7 – direct marketing](#)

[APP 8 – cross-border disclosures](#)

[APP 9 – adoption, use or disclosure of government related identifiers](#)

[APP 10 – quality of personal information](#)

[APP 11 – security of personal information](#)

[APP 12 – access to personal information](#)

[APP 13 – correction of personal information](#)

Resources:

Information regarding complying with the legislation is available at the [Office of the Australian Information Commissioner](#)

The RACGP's Privacy and managing health information in general practice at www.racgp.org.au/your-practice/ehealth/protecting-information/privacy.

[Privacy Policies for GPs](#) (OAIC August 2015)

