



## Our Practice Privacy Statement

The Privacy Act 1988 and the Australian Privacy Principles require our practice to have a document that clearly sets out its policies on handling personal information, including health information. As such Bega maintains an organisation-wide Privacy Policy which can be found in full on our website.

This document outlines, in summary, how we handle personal information collected (including health information) and how we protect this information.

When we collect your personal information, we always inform our clients how their personal health information will be used, including other organisations to which the practice usually discloses client information to, and any law that requires the particular information to be collected. As such, we clearly articulate this on our Patient Information Forms to gain your consent. It's our practice that client consent to the handling and sharing of personal health information is sought and documented early in the process of our clinical care, and clients are made aware of the collection statement when giving consent to share health information.

According to the Privacy Act 1988 [and](#) the Australian Privacy Principles, an organisation may use or disclose personal health information for a purpose (a secondary purpose) which is directly related to the primary purpose of collection without seeking consent, but only if the individual would have a **reasonable expectation** that the information could be used or disclosed for a **secondary purpose**.

A directly related **secondary purpose** for the use and disclosure of personal health information in our practice includes the many activities necessary for the provision of a health service, such as management, funding and monitoring, as well as complaint-handling, planning, evaluation and accreditation activities.

It is essential to recognise the importance of '**reasonable expectation**' as many individuals may be unaware of the range of activities for which their personal health information may be used and disclosed, such as the accreditation processes. Our practice ensures we tell clients how, and for what purpose, personal health information is collected about them and how



that information could be used or disclosed. Clients are advised of this in a number of ways, including:

- At the time of the consultation with a general practitioner;
- Via the practice privacy information in the practice brochure;
- Via the practice privacy statement on signage on the walls of the practice, and/or
- By reading, understanding and signing a New Client Information Form when first registering at the practice, which incorporates the practice privacy statement.

It is important we maintain a client's right to 'opt out' of the secondary purpose through refusal to consent. If an individual expresses negative views or opposition when made aware of a proposed secondary use or disclosure of their personal health information, this would indicate that they have a reasonable expectation that their personal health information will not be used or disclosed in that manner, and their non-consent is recorded on file.

For more information please visit these websites:

1. Bega's Privacy Policy <http://bega.org.au/our-business/policies/>
2. Privacy Act 1988 <https://www.legislation.gov.au/details/c2014c00076>
3. Australian Privacy Principles <https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles>