

# **YOUR HEALTH INFORMATION PRIVACY**

The privacy of your health information is important to us. All staff, including administrative staff, respect your privacy and keep your health information confidential at all times. Your medical record is a confidential document and as such it is the policy of this practice to maintain the security of your personal health information at all times.

From time to time your personal health information may be collected, used and disclosed for the following reasons:

- For communicating relevant information with other treating doctors and clinical staff within our practice, and on referral to specialists or allied health professionals.
- For notifying you about health services that may be due or which require follow-up with your GP.
- For inclusion on National and State Registers (eg. Immunisation data, Pap reminders).
- For Medicare purposes.
- Disease notification, as required by law.
- For legal disclosure as required by a court of law.
- For research purposes (your information will always be de-identified).

## **How do we store and protect your personal information?**

Your personal information may be stored at our practice in various forms. These include: electronic records and visual records (X-rays, CT scans, and photos).

CFMS will use all reasonable endeavours to ensure that you only provide personal information in a secure environment. The security of your PC/Devices and any information (personal information) downloaded and stored is the responsibility of you, the individual.

You accept the possible security implications of dealing online over the internet and will not hold CFMS responsible for any breaches of security.

## **Why and when your consent is necessary**

When you register as a patient of our practice, you provide consent for our GPs and practice staff to access and use your personal information, so they can provide you with the best possible healthcare. Only staff who need to see your personal information will have access to it. If we need to use your information for anything else, we will seek additional consent from you to do this

If you have any concerns about the use of your personal health information, please speak with your GP or our Practice Manager.

If you would like more information, a copy of our Practice Privacy Policy is available at reception.