

# Practice Privacy Policy: Managing Your Health Information

Policy Revision: October 2022

## Collection of information

The Practice will need to collect personal information in the course of the provision of clinical & / or counselling services to a patient / client at the practice.

Collected personal information will include patients':

- Names, addresses, and contact details including next of kin and emergency contacts
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A patient's personal information may be held at the Practice ~~in~~ forms:

- as electronic records dedicated medical software Best Practice
- as paper records (in the case of faxes received from pathology/ radiology providers, correspondence from specialists etc before they are scanned into the medical software
- as visual media x-rays, CT scans, videos & or photos

The Practice's procedure for collecting personal information is set out below.

- Practice staff collect patients' personal and demographic information via registration

o the collection statement which provides information about the

of collected information and the patient's privacy.

urse of providing medical/psychological services Practice's

ctitioners will consequently collect further personal information.

ation may also be collected from the patfc- ofc- ofiT w 1 iTw 1 cracc- oc- o

rson (where practicable and necessary), or from any other involved

viders.

personal information securely, whether in electronic format, (in

systems), or in hard copy format (in a secured environment awaiting

ential waste).

g the Medical & Counselling Centre are required to sign a

ment prior to commencing work which outlines obligations and

on to privacy and health information that they will have access to.

## Use and disclosure of information

