

# HARRINGTON PARK MEDICAL PRACTICE

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## PRIVACY POLICY

Current as of: 10<sup>th</sup> March 2025

### Introduction

This privacy policy is to provide information to you, our patient, on how your personal information (which includes your health information) is collected and used within our practice, and the circumstances in which we may share it with third parties.

### 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.

### Why do we collect, use, hold and share your personal information?

Our practice will need to collect your personal information to provide healthcare services to you. Our main purpose for collecting, using, holding and sharing your personal information is to manage your health. We also use it for directly related business activities, such as financial claims and payments, practice audits and accreditation, and business processes (eg staff training).

### What is a patient health record?

Your health record is a digital collection of information regarding your health history, which is maintained by your health care provider and patient.

Patient health records enable the patient to take an active role in managing their health and ensuring they have access to the latest information about their medical history.

### What personal information is part of your PHR? (Patient Health Record).

Your PHR will usually include the following:

- Basic personal information such as Name, DOB, Address, contact information and Emergency contact information.
- Medical History which will usually include a record of past medical conditions, allergies, family history and past hospital visits.
- Medication list which will include all current and past medications including dosage and frequency
- Documentation of vaccinations received and they date they were administered.
- Pathology results from Blood Tests, Imaging and other diagnostic procedures.

- Details of any on going treatment plans, past or present.
- Progress notes from your General Practitioner documenting your visits, symptoms and treatment outcomes.
- Information about your lifestyle this could include diet, exercise routine and healthy habits.

Our Practice uses automation technologies. Automation technologies help us to include only the relevant medical information in referral letters. Our practice typically uses template management and customisable templates, template are customised to include only specific sections and fields consistent to the information provided. Our practice uses automation tools that pre populate the templates to extract data to reduce manual entry and the risk of errors.

## Dealing with us anonymously

You have the right to deal with us anonymously or under a pseudonym unless it is impracticable for us to do so or unless we are required or authorised by law to only deal with identified individuals.

## How do we collect your personal information?

Our practice may collect your personal information in several different ways.

1. When you make your first appointment our practice staff will collect your personal and demographic information via your registration.
2. During the course of providing medical services, we may collect further personal information. Information can also be collected through electronic transfer of prescriptions (eTP), My Health Record, eg via Shared Health Summary, Event Summary. You will need to specify if your practice participates in any of these eHealth services.
3. We may also collect your personal information when you visit our website, send us an email or SMS, telephone us, make an online appointment or communicate with us using social media.
4. In some circumstances personal information may also be collected from other sources. Often this is because it is not practical or reasonable to collect it from you directly. This may include information from:
  - your guardian or responsible person
  - other involved healthcare providers, such as specialists, allied health professionals, hospitals, community health services and pathology and diagnostic imaging services
  - your health fund, Medicare, or the Department of Veterans' Affairs (as necessary).

## When, why and with whom do we share your personal information?

We sometimes share your personal information:

- with third parties who work with our practice for business purposes, such as accreditation agencies or information technology providers – these third parties are required to comply with APPs and this policy
- with other healthcare providers
- when it is required or authorised by law (eg court subpoenas)
- when it is necessary to lessen or prevent a serious threat to a patient's life, health or safety or public health or safety, or it is impractical to obtain the patient's consent
- to assist in locating a missing person
- to establish, exercise or defend an equitable claim
- for the purpose of confidential dispute resolution process
- when there is a statutory requirement to share certain personal information (eg some diseases)

- require mandatory notification)
- during the course of providing medical services, through eTP, My Health Record (eg via Shared Health Summary, Event Summary).
- Only people who need to access your information will be able to do so. Other than in the course of providing medical services or as otherwise described in this policy, our practice will not share personal information with any third party without your consent.

We will not share your personal information with anyone outside Australia (unless under exceptional circumstances that are permitted by law) without your consent.

Our practice will not use your personal information for marketing any of our goods or services directly to you without your express consent. If you do consent, you may opt out of direct marketing at any time by notifying our practice in writing.

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

Your personal information may be stored at our practice in various forms such as electronic records, visual records such as Xray's and CT scans and in some rare instances paper records which are stored in a locked cupboard.

Our practice stores all personal information securely in electronic format. All staff have personal passwords to log into each desktop and have signed confidentiality agreements. All staff and GP's have separate logins to clinical practice software. Monitor will go into sleep mode if desktop is not used after 5mins. On the rare occasion that we store paper records they are kept in a locked cupboard in the staff room.

## How can you access and correct your personal information at our practice?

You have the right to request access to, and correction of, your personal information.

Our practice acknowledges patients may request access to their medical records. We require you to put this request in writing, or if transferring to another General Practice a request must come from your new chosen General Practitioner. We accept requests via fax or email. and our practice will respond within 30 days. Our practice will send free of charge a Health Summary to your new General Practice, for a full health record a fee of up to \$50.00 may be charged.

Our practice will take reasonable steps to correct your personal information where the information is not accurate or up to date. From time to time, we will ask you to verify that your personal information held by our practice is correct and current.

You may also request that we correct or update your information, and you should make such requests in writing to our Administration Team by emailing [harringtonparkmedical@hotmail.com](mailto:harringtonparkmedical@hotmail.com), or when next visiting the Medical Centre.

## How can you lodge a privacy-related complaint, and how will the complaint be handled at our practice?

We take complaints and concerns regarding privacy seriously. You should express any privacy concerns you may have in writing. We will then attempt to resolve it in accordance with our resolution procedure. You can express your concerns via email to our Practice Manager: Natalie Rodgers Email Address: [nat.hpmp@hotmail.com](mailto:nat.hpmp@hotmail.com) or by ringing the Medical Practice on (02) 4648-1666. Our complaints handling process usually takes a maximum of 30 days.

You may also contact the OAIC. Generally, the OAIC will require you to give them time to respond before they will investigate. For further information visit [www.oaic.gov.au](http://www.oaic.gov.au) or call the OAIC on 1300

363 992. You may also contact the NSW Health Care and Complaints Commission Ph 1800 043 159

## Policy review statement

This Privacy Policy will be amended on a yearly basis or in accordance with any changes that may occur. This Privacy Policy will be displayed in our waiting room, accessible to all patients.

### Disclaimer

The *Privacy policy template for general practices* is intended for use as a guide of a general nature only and may or may not be relevant to particular practices or circumstances. The Royal Australian College of General Practitioners (RACGP) has used its best endeavours to ensure the template is adapted for general practice to address current and anticipated future privacy requirements. Persons adopting or implementing its procedures or recommendations should exercise their own independent skill or judgement, or seek appropriate professional advice. While the template is directed to general practice, it does not ensure compliance with any privacy laws, and cannot of itself guarantee discharge of the duty of care owed to patients. Accordingly, the RACGP disclaims all liability (including negligence) to any users of the information contained in this template for any loss or damage (consequential or otherwise), cost or expense incurred or arising by reason of reliance on the template in any manner.