

ESSENDON FOOT CLINIC PRIVACY POLICY

We keep your health information private:

Essendon Foot Clinic complies with privacy legislation and we have strict policies and protocols relating to the collection, use, disclosure and storage of patient information.

Only authorised staff have access to your information using password protected medical records requiring two-factor authentication.

How we use your information:

To make informed decisions about your care in consultation with you. To identify treatments which are necessary, safe and effective. Where appropriate, for teaching and research purposes.

Health Information that we collect about you:

- Personal Information such as name, date of birth and address. The contact details of yourself, your GP, next of kin or guardians.
- Details of health care including previous treatment.
- Information provided to use by other providers involved in your care.
- Information required by law.

Who we share information with:

We share information with immediate family members, next of kin or other people nominated by you (legally authorised persons).

We may share information with other health care service providers including your GP or specialists. We may be legally required to release information about you including:

- To a court if it is subpoenaed.
- Sending clinical information to My Health Record, unless you have opted out.

We may deal with your health and personal information for quality and safety purposes as authorised by the Health Services Act 1988.

How long do we keep information about you?

Essendon Foot Clinic complies with Public Records Office (PROV) guidelines for the destruction of Medical Records. See <https://prov.vic.gov.au>

Access to your Information:

You can apply for access to your information under the *Victorian Health Records Act 2001*. If you identify information in your record that you do not agree with, you have the right to request that it be amended. Fees may apply.

Contact admin@essendonfootclinic.com.au or call (03) 9379 9224 if you have any questions or concerns about your privacy.