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**PRIVACY POLICY**

**PRIVACY STATEMENT**

To ensure your privacy this practice adheres to the National Privacy Principles of the Council of Australian Privacy Legislation.

Your health information is collected by us only with your consent and as necessary for the proper and effective treatment of your condition.

Health information about you will not be released to any other party without your consent.

You may review your health information with your treating provider and are entitled to access your health records for this purpose.

If you have any queries about the confidentiality of your health information please feel welcome to discuss this with your health provider.

**DETAILED PRIVACY POLICY STATEMENT**

This practice has adopted the following Privacy Policy to protect patients, which is in line with the National Privacy Policy Guidelines and approved by The Complementary Medicine Association Ltd

**Collection**
This practice will only collect personal information:

(a) Necessary for its function or activities;
(b) Fairly, lawfully and not in an unreasonably intrusive way;
(c) Wherever reasonable and practicable, directly from the relevant patient;
(d) If reasonable steps are taken to notify the patient of;

· the identity of the organisation, and how to contact it;
· the fact that the patient may gain access to the information collected;
· the purposes for which the information is collected;
· the organisation, or the types of organisations, to which this practice usually discloses the information;
· any law that requires the information to be collected; and
· the main consequences for the patient if the information is not provided.

**Use and disclosure**
This practice will only use or disclose personal information;

1. in ways that the patient would expect;
(b) in ways that the patient has consented to;
(c) in ways that are required by the public interest (for example, law enforcement and public health and safety).

**Data quality**
This practice will take reasonable steps to ensure the personal information it collects, uses or discloses is accurate, complete and up to date.

**Data security**
This practice will take reasonable steps to:

(a) ensure the personal information it holds is kept secure and protected from misuse, and unauthorised access, modification or disclosure; and
(b) destroy, or permanently de-identify, personal information which is no longer required.

**Openness**
This practice will make this Policy available upon request.

**Access and correction**
This practice will, subject to certain restrictions, provide patients with access to personal information about themselves upon request, and take reasonable steps to correct that information if it is shown that it is inaccurate, incomplete, or out of date.

**Identifiers**
This practice will not use, or disclose, identifiers that government agencies have assigned to individuals, except in limited circumstances.

**Trans Border Dataflow**
This practice will only transfer personal information to a recipient, if;

(a) the recipient is subject to a privacy policy equal to or substantially similar to the Australian National Privacy Principles;
(b) the patient has consented to the transfer;
(c) the transfer is necessary for the performance of a service between the patient and the organisation
(d) the transfer is necessary for the conclusion, or performance, of a service in the interest of the patient;
(e) the transfer is for the benefit of the patient, whose consent is impracticable to obtain, but likely to be given; or
(f) we have taken reasonable steps to ensure that the information transferred will not be used inconsistently with the Australian National Privacy Principles .

**Sensitive information**
This practice will not collect information, or an opinion, about an individual’s:

(a) racial or ethnic origin; [other than for patient history]
(b) political opinions;
(c) religious, or philosophical beliefs;
(d) membership of a trade union, or professional association;
(e) sexual preferences, or practices;
(f) criminal record;
Unless:
(h) the patient has consented;
(i) the collection is required by law, or for other public interest purposes (such as law enforcement and public health and safety); or
(j) other specified circumstances apply.

**Date of approval: 27/06/2021**

**Date of review: 27/05/2022**

**Rebecca Templar – owner/manager Ulverstone Nutritional Health**