



## **Southern Suburbs Day Procedure Centre**

### **PRIVACY POLICY**

Privacy of patient's personal information is maintained in line with legislative requirements.

Southern Suburbs Day Procedure Centre manages patient information in accordance with the Privacy Amendment (Enhancing Privacy Protection) Act 2012 which incorporates the following Australian Privacy Principles (APP):

Southern Suburbs Day Procedure Centre may hold the following information about patients:

- Name, address, telephone numbers
- Date of birth and marital status
- Occupation
- Next of kin details
- General Practitioner and Referring Doctor
- Financial details associated with services the Centre has provided
- Medical history
- Current and past records of treatment given at this facility
- Pre, intra and post procedure photographs (if applicable)
- Any additional information provided to the Centre by the patient

We use personal information about patients:

- To provide appropriate medical/surgical treatment and care in our centre,
- To assist with any calls a patient may make to us,
- For our internal administrative requirements,
- To process private health fund claims,
- To provide information to medical practitioners and other health professionals who provide follow up treatment & ongoing care,
- For benchmarking, clinical indicator reporting and clinical review in a de-identified form,
- To provide data in both an identified and de-identified form to government agencies in compliance with numerous legislative requirements.



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#### **QUESTIONS AND COMPLAINTS**

If you would like a copy of our full privacy Policy or have a complaint regarding treatment of a patient's privacy by this facility, please contact the Director of Nursing at [viretp@southderm.com.au](mailto:viretp@southderm.com.au)

If a patient's complaint cannot be resolved directly with the Director of Nursing it should be referred to the Office of the Australian Information Commissioner.