

QA8.2 – Policy: Privacy

AIM

The aim of this policy is to ensure that all IWC's clients' information is protected.

SCOPE

This policy demonstrates IWC commitment to ensuring that client privacy is respected and client information remains confidential.

REFERENCES

ISO 9001:2015

Clause 8.2

Australian Privacy Principles in the Privacy Amendment (Notifiable Data Breaches) Act 2017

Community Services Act 2007

Public Health Act 2005

Australian Dental Industry Standards

RESPONSIBILITY

All staff

METHOD

The IWC is committed to protecting personal and private information and is bound by the Privacy Act and the Australian Privacy Principles in the Privacy Amendment (Notifiable Data Breaches) Act 2017.

IWC will only collect personal information that is essential to provide health and wellbeing services to clients.

IWC will collect information in a professional manner and by lawful and fair means.

With written client authority, IWC may collect personal information from other service providers.

IWC will not disclose personal information unless:

- Informed written consent is obtained from the client or carer/guardian to do so.
- There is a legal requirement to do so (for example to prevent the spread of serious infectious disease such as HIV, hepatitis and sexually transmitted diseases). Where this legal requirement exists, notification will be made in strict accordance with the Public Health Act, 2005.
- IWC duty of care overrides confidentiality (for example a medical emergency).
- There is an overriding public interest in the release of the information or a duty of care towards others (for example the threat of harm to another).



IWC will ensure that all electronic and paper client details and records are kept securely and only available to staff authorised by the Manager, IWC.

IWC will ensure that the staff induction process includes detailed information on staff responsibilities in relation to client privacy.

At the time of entering IWC services, IWC will inform the client or carer/guardian of the type of information that IWC collects; the reasons for collecting this information and the client's right to access this information.

IWC staff will uphold their legal responsibility to disclose client information in the event of an emergency, accident or threat of harm or abuse.

IWC will inform an individual, and the Office of the Australian Information Commissioner if appropriate, if their personal information is accessed by an unauthorised person, and this breach is likely to result in serious harm to an individual/s.

IWC will not sell, rent, trade or market client information.

IWC will not use personal client information for any purpose other than for the initial reason it was collected.

IWC will implement corrective and/or disciplinary action for any staff breaches of this policy.

IWC will endeavour to keep personal information up-to-date.

IWC Quality Manager, who is familiar with the requirements of the Privacy Act and the Australian Privacy Principles and ensures that IWC fulfils its legal obligations.

Clients have the right to seek advice and assistance from IWC to access their file and/or update information.

IWC volunteers will not access client files.

Where a data breach has been identified, IWC utilise a Risk Matrix to evaluate the severity of the breach.

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