

Document No.	3004	<h1 style="margin: 0;">Privacy and Confidentiality Procedure</h1> 
Revision No.	1.3	
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1.0 Revision History

Revision Date	Revision No.	Change	Responsible Position
25 Feb 2016	New	Supersedes '3004 Confidentiality Policy', transitioned from CNWQML 1/7/14	Clinical Governance
06 April 2018	1.2	Review in line with WQPHM requirements	Quality Manager
09 Aug 2018	1.3	Updated to reflect ISO recommendations & fee for access to client records	Quality Manager

2.0 Persons Affected

All employees of North and West Remote Health (NWRH).

3.0 Procedures

All staff and Board Directors are made aware of this policy during orientation.

All staff are provided with ongoing support and information to assist them to establish and maintain privacy and confidentiality.

The privacy of personal information is defined by legislation (*Privacy Act 1988*). NWRH acts in accordance with these legal requirements at all times as underpinned by the policy outlined below.

NWRH also strives to respect the confidentiality of other sensitive information. However, in the spirit of partnership, we share information with clients and other involved individuals and organisations (subject to consent), where it would be in the best interest of the client, or other individual, to do so.

3.1 Collection of information

Personal information collected by NWRH is only used for purposes that are directly related to the functions or activities of the organisation. These purposes include:

- Enquiry about programs
- Referral to programs
- My Health Record system
- Contractual and Reporting purposes
- Providing treatment and support to clients
- For the purpose of actioning a referral including sharing personal information with NWRH and other healthcare providers
- Administrative activities, including human resources management
- Sector development activities including external data collection portals e.g. My Aged Care, RHealth etc
- Community development activities including case study presentations
- Compliment, Complaint and Feedback handling

- Quality Improvement and Clinical Governance requirements

When collecting health and personal information, NWRH provides information to clients regarding:

- The purpose for collecting information
- How information will be used
- Assess if an interpreter or family member is required for cultural reasons before proceeding to collect information from Aboriginal and Torres Strait Islander clients
- To whom (if anyone) information may be transferred and under what circumstances information will be transferred
- Limits to privacy of personal information
- How a client can access or amend their health information
- How a client can make a complaint about the use of their personal information

3.2 Use and disclosure

NWRH only uses personal information for the purposes for which permission was given, or for purposes that are directly related to one of the functions or activities of the organisation. Personal information may be provided to government agencies, other organisations or individuals if:

- The client has consented. This consent may be evidenced by a signature or obtained verbally and documented.

(For example a General Practitioner may in the process of providing a referral for a client to receive services tick a box to indicate that the client understands or confirm with an family member directly related for cultural reasons that the client consents to the referral being sent.)

- It is required or authorised by law
- It will prevent or lessen a serious and imminent threat to somebody's life or health

All clients except with respect to Aboriginal and Torres Strait Islander peoples must be assessed culturally to ensure they understand before they are required to acknowledge these requirements on how their personal health information may be used, or disclosed, and record their consent, or any restrictions to this consent by reading and signing Form 3004B Client Consent Form.

Further information regarding the use and disclosure of client information can be found in the “Request for Release of Client Information Policy and Procedure”.

3.3 My Health Records System

The ‘My Health Record System’ is reflected in NWRH’s Consent form. Under the ‘My Health Record System’, clients:

- have the ability to set a number of privacy controls on their digital health record;
- can set a code that restricts access to providers for certain documents contained within their record, they can also set a different code that restricts access to providers to their entire record; and
- can ask to remove or amend a clinical document, and if the medical practitioner agrees, the [Insert Name of Organisation] shall take steps to amend or remove the document as soon as possible.

3.4 Data quality

NWRH takes steps to ensure that the personal information it collects is accurate, up-to-date and complete. These steps include maintaining and updating personal information when we are advised by

individuals that the information has changed (and at other times as necessary), and checking that information provided about an individual by another person is correct.

3.5 Data security

NWRH takes steps to protect the personal information it holds against loss, unauthorised access, use, modification or disclosure and against other misuse. These steps include reasonable physical, technical and administrative security safeguards for electronic and hard copy or paper records as identified below.

Reasonable **physical** safeguards include:

- Locking filing cabinets and unattended storage areas
- Physically securing the areas in which the personal information is stored
- Not storing personal information in public areas
- Positioning computer terminals and fax machines so that they cannot be seen or accessed by unauthorised people or members of the public

Reasonable **technical** safeguards include:

- Using passwords to restrict computer access, and requiring regular changes to passwords
- Establishing different access levels so that not all staff can view all information
- Ensuring information is transferred securely where possible or where not possible ensuring that appropriate safeguard measures have been taken
- Installing virus protections and firewalls

Reasonable **administrative** safeguards include not only the existence of policies and procedures for guidance but also training to ensure staff are competent in this area.

3.5 Access and correction

Individuals may request access to their own personal information. Access will be provided unless there is a sound reason under the *Privacy Act 1988* or other relevant law to withhold access. Other situations in which access to information may be withheld include:

- There is a threat to the life or health of an individual
- Access to information creates an unreasonable impact on the privacy of others
- The request is clearly frivolous or vexatious or access to the information has been granted previously
- There are existing or anticipated legal dispute resolution proceedings
- Denial of access is required by legislation or law enforcement agencies

NWRH is required to respond to a request to access or amend information within **45 days** of receiving the request.

Amendments may be made to personal information to ensure it is accurate, relevant, up-to-date, complete and not misleading, taking into account the purpose for which the information is collected and used. If the request to amend information does not meet these criteria, NWRH may refuse the request.

If the requested changes to personal information are not made, the individual may make a statement about the requested changes and the statement will be attached to the record.

NWRH is responsible for responding to queries and requests for access and amendment to personal information. NWRH requires payment of fees for access to client information. Request's will be notified

of the fees for accessing medical records by invoice when requests are processed. Refer to Request for Release of Client Information Policy and Procedure (4021) for further information.

3.6 Anonymity and identifiers

Wherever it is lawful and practicable, individuals will have the option of not identifying themselves or requesting that NWRH does not store any of their personal information. Where delivery of health services by NWRH or its subcontractors is required then it would not be practicable to provide anonymity. As required by the *Privacy Act 1988*, NWRH will not adopt a government-assigned individual identifier number, such as a Medicare number, as if it were its own identifier or client code.

3.7 Collection use and disclosure of confidential information

Other information held by NWRH may be regarded as confidential, pertaining either to an individual or an organisation. The most important factor to consider when determining whether information is confidential is whether the information can be accessed by the general public.

If they are unsure whether information is sensitive or confidential to NWRH or its clients, staff and stakeholders, staff members are to refer to the CEO and/or relevant Executive Manager before transferring or providing information to an external source.

Organisational information

All staff agree to adhere to the NWRH's Code of Conduct when commencing employment. The Code of Conduct outlines the responsibilities to the organisation related to the use of information obtained through their employment.

Staff information

The Employee 'Personnel File Storage Policy (3047)' details how the organisation handles staff records to manage privacy and confidentiality responsibilities, including the storage of and access to staff personnel files and the storage of unsuccessful position applicants' information.

Stakeholder information

NWRH works with a variety of stakeholders including private consultants. The organisation may collect confidential or sensitive information about its stakeholders as part of a working relationship. Staff at NWRH will not disclose information about its stakeholders that is not already in the public domain without stakeholder consent.

The manner in which staff members manage stakeholder information will be clearly articulated in any contractual agreements that the organisation enters into with a third party.

Client information

Detailed information regarding the collection, storage and sharing of client information can be found in 4024 Clinical Records Management Policy and Procedure.

3.8 When Information can be Disclosed Without your Consent

We will only disclose your health information to a third party with your consent, unless:

- the disclosure is directly related to the primary purpose for collection;
- in an emergency situation, where release of information is necessary to aid medical treatment; or

- we are required by law to disclose the information (e.g. reporting of communicable diseases, suspected child abuse and/or neglect).

3.9 Breach of privacy or confidentiality

If staff are dissatisfied with the conduct of a colleague regarding privacy and confidentiality of information, the matter should be raised with the staff member's direct Line Manger. If this is not possible or appropriate, follow the delegations indicated in the 'Grievance Policy (3022)'. Staff members who are deemed to have breached privacy and confidentiality standards set out in this policy may be subject to disciplinary action.

If a client or stakeholder is dissatisfied with the conduct of a NWRH staff or Board Director, a complaint should be raised in accordance with the 'Compliments, Complaints and Feedback Policy and Procedure (4011)'. Information about making a complaint will be made available to clients, stakeholders and can be found on the NWRH Website. Additionally, a complaint can be taken over the phone or in person by any staff member.

3.9 Notifiable Data Breaches

A Notifiable Data Breach is a data breach that is likely to result in serious harm to any of the individuals to whom the information relates. A data breach occurs when personal information held by an organisation is lost or subjected to unauthorised access or disclosure.

Examples of a data breach include when:

- A device containing customers' personal information is lost or stolen
- A database containing personal information is hacked
- Personal information is mistakenly provided to the wrong person.

All suspected and/or confirmed Data Breaches are required to be reported to the ICT Team immediately. The ICT Manager, in consultation with the Senior Executive, who will report the Breach to The Australian Information Commissioner (Commissioner). By responding quickly, we can substantially decrease the impact of a breach on affected individuals, reduce the costs associated with dealing with a breach, and reduce the potential reputational damage that can result.

A Notifiable Bata Breach Action and Response Plan is currently under development.

4.0 Definitions

Refer to 3004 Privacy and Confidentiality Policy

5.0 Expected outcomes

NWRH provides quality services in which information is collected, stored and shared in an appropriate manner that complies with both legislative requirements and ethical obligations.

All staff understand their privacy and confidentiality responsibilities in relation to personal information and organisational information about NWRH, its clients, staff and stakeholders. This understanding is demonstrated in all work practices; refer to Form 3004A Confidentiality Statement.

All clients understand how their personal information is collected, used and disclosed prior to commencing services with NWRH; refer to Form 3004B Client Consent Form.

6.0 References

NWRH Policy, Procedure, Forms

- Policy 1030 Password and Network Security
- Policy 1055 Notifiable Data Breach Action and Response Plan – *under development*
- Policy 3022 Grievance
- Policy 3047 Employee Personnel File Storage
- Policy 4021 Request for Release of Client Information
- Policy 4023 Clinical Records Management
- Form 4011B Client Feedback Form (Pictorial)
- Form 3004A Confidentiality Statement
- Form 3004B Client Consent Form

Relevant Legislation and Guidelines

- [Privacy Act 1988](#)
- [Aged Care Act 1997](#)
- [Domestic and Family Protection Act 2012](#)
- [Family Responsibilities Commission Act 2008](#)
- [Mental Health Act 2016](#)
- Privacy Amendment (Notifiable Data Breaches) Act 2017
- Office of the Federal Privacy Commissioner (2001), *Guidelines to the National Privacy Principles*. Office of the Federal Privacy Commissioner, Sydney
- Office of the Privacy Commissioner (2006), *Privacy Policy*, Office of the Privacy Commissioner, Sydney
- AS/NZS ISO 9001:2015 Quality management systems – Requirements; 7.5.4 Customer Property
- AS/NZS ISO 9001:2015 Quality management systems – Requirements; 7.5.3 Control of Documented information
- Domestic and Family Violence Information Sharing Guidelines (May 2017).