



## PRIVACY NOTICE

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### YOUR PRIVACY AS A PATIENT AT WESTMINSTER DAY SURGERY

#### **The Privacy Act 1988 (As amended)**

Westminster Day Surgery respects and upholds your rights to privacy protection according to the Australian Privacy Principles (APPs) contained in the Privacy Amendment (Enhancing Privacy Protection) Act 2012. The APPs apply from their introduction on 12<sup>th</sup> March 2014. Further details regarding Westminster Day Surgery's personal information management practices are available on request.

#### **Collection of Personal Information**

Westminster Day Surgery collects your personal information and in particular your health information to provide you with a quality health service. The information will normally be collected directly from you and your referring Doctor, but in an emergency situation, when we are unable to obtain your prior consent, we may need to collect personal information from relatives or other sources.

#### **Use of Personal Information**

Your health information is used by the hospital to provide you with treatment and care, to recover costs from Health Funds and other Insurance Agencies as applicable and may be used in quality improvement and clinical audit and evaluation activities, for management, service monitoring, training and education, complaint handling and accreditation activities.

#### **Disclosure of Personal Information**

Westminster Day Surgery is required by law to provide the Government of WA, Department of Health and your Health Fund with identified data for each in-patient episode of care and the Australian Government, Department of Health and Ageing with de-identified in-patient episode data. Westminster Day Surgery may disclose personal information when it is required or authorised by or under an Australian law or a court/tribunal order or if the information is reasonably necessary for enforcement related activities conducted by, or on behalf of, an enforcement body. Westminster Day Surgery will not disclose personal information without patient consent except on a confidential basis to agents that are used in the ordinary operation of its business. Westminster Day surgery does not release personal information to overseas recipients.

#### **Access to your Records**

You may obtain access to your personal information by completing a 'Request to Access Patient Information' form. We will provide you with a suitable range of choices as to how you may access your record. We may impose a charge for processing your request. Your request will be responded to within 30 days after a written request is received.

#### **Correcting your Records**

If you believe that the personal information we hold about you is incorrect, incomplete or inaccurate, then you may request amendment of it by completing a 'Request to Amend Patient Information' form and this will be added to your medical record. Original documentation in the medical record will not be removed or permanently erased.

#### **Withholding Sensitive Information**

Under the Act you may withhold sensitive information. Depending of the circumstance and the extent to which sensitive information is withheld, Westminster Day Surgery may decide not to admit or treat you, where it considers the information provided is not comprehensive enough to provide a quality health service.

#### **Privacy Questions/Complaints**

Any questions about our personal information handling practices or any complaint regarding treatment of your privacy by Westminster Day Surgery can be made in writing addressed to:  
Health Information Manager, Westminster Day Surgery, 476 Wanneroo Road, Westminster WA 6061