

## Privacy Policy

Current as at July 2021

### Overview and purpose

It is the policy of this Practice to ensure the confidentiality and security of the personal and health information of all patients. It is also the policy of the Practice to abide by the requirements of the *Privacy Act 1998* (Cth).

At your initial attendance we will ask you to read and sign our Patient Privacy Consent Form. This outlines how we collect, use and disclose your personal and health information in order to provide you with the best possible healthcare while allowing us to manage the practice.

This privacy policy explains:

- how we manage your personal information (including your health information), including the collection, use, disclosure, quality and security of your personal information.
- the kinds of information we collect and how that information is held;
- the purposes for which we collect, hold, use and disclose personal information;
- how you can access your personal information and how you can request to correct such information; and
- how you can complain about a breach of your privacy and how we will handle your complaint.

If you have any queries, concerns or feedback regarding our Privacy Policy, please contact the Business Manager at Perth Retina by email [manager@perthretina.com](mailto:manager@perthretina.com) or telephone 9381 5911.

In this Privacy Policy, we use the terms:

**Personal information** as defined in the Privacy Act. This means: "information or an opinion about an identified individual, or an individual who is reasonably identifiable; whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not";

Personal information also includes "sensitive information" which is information such as your race, religion, political opinions, and sexual preferences and/or "health information". Information which is "sensitive information" attracts a higher privacy standard under the Privacy Act and is subject to additional mechanisms for your protection.

**Health information** as defined in the Privacy Act. This is a subset of "personal information" and means information or an opinion about: the health or a disability (at any time) of an individual; an individual's expressed wishes about the future provision of health services to him or her; or a health service provided or to be provided to an individual.

We, Us, Our, shall mean: **Perth Retina**

### Collection of personal information

Perth Retina collects information which is necessary to provide you with healthcare services and to appropriately manage and conduct our business. This includes collecting personal information and such as your name and contact details, medical history, family history, past and current treatments, lifestyle factors and any other information which is necessary to assist us in providing you with appropriate care. We will also collect your Medicare and health fund details.

You have the right to deal with us anonymously or under a pseudonym unless it is impracticable for us to do so or unless we are required or authorised by law to only deal with identified individuals. It is important to be aware that if you provide incomplete or inaccurate information or withhold information we may not be able to provide you with healthcare services.

Perth Retina will usually collect your personal information directly from you, including from patient consent forms, medical records and consultations with you, or from another health service provider. Sometimes we need to collect information about you from third parties, such as relatives and friends.

We will only collect information from third parties where: you have consented to such collection; or such collection is necessary to enable us to provide you with appropriate healthcare services (such as emergency medical treatment or where your health is at risk); such collection is reasonably necessary to enable us to appropriately manage and conduct our business; or it is legally permissible for us to do.

#### How we use your personal information

Perth Retina only uses your personal information to provide you with healthcare services or to enable us to appropriately manage and conduct our business, unless: there is a secondary purpose which directly relates to the primary purpose, and you would reasonably expect, or Perth Retina has informed you, that your information will be used for that secondary purpose, or you have given your consent for your personal information to be used for a secondary purpose; the disclosure of your information is necessary for the enforcement of criminal law or a law imposing a penalty or sanction, or for the protection of public revenue; the disclosure of your information will prevent or lessen a serious and imminent threat to somebody's life or health; or, Perth Retina is required or authorised by law to disclose your information for another purpose.

For example, Perth Retina uses your personal information: to provide healthcare services to you; to appropriately manage our practice, such as conducting audits and undertaking accreditation processes, manage billings and training staff; effectively communicate with third parties, including private health insurers, Medicare Australia and other government departments; and for research purposes.

#### Disclosing your personal information

Perth Retina may disclose your personal information to our employees, contractors and service providers in order for us to provide healthcare services to you and to allow us to manage our business. We will also disclose your personal information to healthcare professionals directly involved in your treatment. Where your medical records are required in the case of a medical emergency, we will provide these to the relevant medical professional without waiting for your consent, where we believe this is in your interests.

Your personal information may also be provided to third parties if we are legally obliged to do so by a court subpoena, statutory authority, search warrant, coronial summons or to defend a legal action.

We may provide your personal information to third parties involved in your care, such as: your parents, children, relatives and close friends, guardians or a person exercising a power of attorney or enduring power of attorney. *Please advise us if it is your wish if no third party as stated is to have access to your personal information*; government departments and agencies, such as Defence or Department of Veterans Affairs, or departments responsible for health, aged care and disability where we are required to do so; private health insurers and Medicare Australia; anyone authorised by you to receive your personal information

## Overseas recipients

Perth retina does not engage with any overseas entities or persons where your personal information will be transferred, stored or disclosed. Should we wish to transfer your personal information overseas, we will ask for your specific consent before doing so.

## Data storage, quality and security

We strive to maintain the reliability, accuracy, completeness and currency of the personal information we hold and to protect its privacy and security. All personal information, whether stored as a hard copy or in electronic form is protected from unauthorised access, misuse, interference, loss, modification or disclosure. Some of the steps we take to ensure your personal information is secure include: maintaining physical security over our paper and electronic data and premises; staff trained on privacy with detailed internal processes and systems to protect your privacy; IT security including virus controls, firewalls, encryption, user identifiers and passwords to control access to computer systems where your information is stored and other IT security measures.

Our website and email is linked to the internet. No data transfer over the internet is 100% secure. Accordingly, any information which you transmit to us online or via email is transmitted at your own risk.

## Destroying your personal information

Subject to applicable laws, Perth Retina may destroy records containing personal information when the record is no longer required by Perth Retina. It is likely your medical records held by us contain sensitive information and we are required to abide by relevant legislation in the retention and disposal of your medical records.

## Accessing and amending your personal information

We encourage you to contact us if you have a query regarding your personal information. You may request an amendment to your personal information if you consider that it contains inaccurate, incorrect or incomplete information.

You have a right to request access to any information we hold about you. If you make a request to access personal information that you are entitled to access, we will provide you suitable means of accessing it and will not charge you for making the request. In circumstances where you request we provide a copy of your personal information to you, we may charge you a fee to cover our reasonable costs for complying with the request for access.

There may be instances where we cannot grant you access to some of the information we hold. For example, we may need to refuse access if granting access would interfere with the privacy of others. If that is the case, we will provide you with a written explanation of those reasons.

## Complaints

If you have a complaint about how we have dealt with your personal information or believe we have breached your privacy, please contact the Business Manager by email [manager@perthretina.com](mailto:manager@perthretina.com) or telephone 9381 5911 so that we may investigate it. We will deal with your complaint fairly and confidentially. On receipt of your complaint we will contact you within 10 business days to confirm what investigation action will occur. We will then communicate the outcome to you in writing and invite a response to our conclusion about the complaint. If we receive a response from you, we will also assess it and advise if we have changed our view.

If you are unsatisfied with our response, you may make refer the complaint to the Office of the Australian Information Commissioner (<http://www.oaic.gov.au/>) or to the NSW Privacy Commissioner, the Queensland Information Commissioner or Victorian Health Services Commissioner, if your complaint relates to our handling of your health records in that state.

#### Review and change to Privacy Policy

We may alter this Privacy Policy following any legislative change or upon a review of our information handling processes.

The current version of our updated Privacy Policy is available from Perth Retina.

#### Use of cookies

A 'cookie' is a small data file placed on your machine or device which lets us identify and interact more effectively with your computer. Cookies are used by many websites, including those operated by us. Cookies can facilitate a user's ongoing access to and use of a website. Cookies allow us to customise our website to the needs of our users. If you do not want information collected through the use of cookies, there is a simple procedure in most browsers that allows you to deny or accept the cookie feature. However, cookies may be necessary to provide you with some features of our website.

#### Links to other sites

Our website may provide links to third party websites. These linked sites are not be under our control and we are not responsible for the content or privacy practices employed by those websites. Before disclosing your personal information on any other website, we recommend that you carefully read the terms and conditions of use and privacy statement of the relevant website.

#### Collection of non-identifiable information

We may also collect some information that is not personal information because it does not identify you. For example, we may collect anonymous answers to surveys or aggregated information about how our website is used.

#### Communications

We may contact you directly or send you communications and information about our services that we consider may be of interest to you. These communications may be sent in various forms, including mail, phone and email, in accordance with applicable marketing laws, such as the Spam Act 2003 (Cth). If you indicate a preference for a method of communication, we will use that method of communication.

**We will not provide your personal information to other organisations for the purposes of such communications.**

#### Disclaimer

Please remember that medical information provided by Dr Tim Isaacs, Ophthalmic Surgeon, Subiaco, WA and this website, in the absence of a visit with a health care professional, must be considered as an educational service only. The information sent through e-mail should not be relied upon as a medical consultation. This mechanism is not designed to replace a physician's independent judgment about the appropriateness or risks of a procedure for a given patient. We will do our best to provide you with information that will help you make your own health care decisions.

Many external links have been provided on this site as a service and convenience to our patients and other visitors to our website. These external sites are created and maintained by other public and private organisations. We do not control or guarantee the accuracy, relevance, timeliness, or completeness of this outside information.