

Privacy and Confidentiality Obligations

Policy

All information collected by this practice is deemed to be private and confidential. The right of every patient is respected.

This practice complies with federal and [state](#) privacy regulations including the *Privacy Act 1988* and *Privacy Amendment (Enhancing Privacy Protection) Act 2012* as well as complying with standards set out in the *RACGP Handbook for the management of health information in general practice (3rd edition)*.

Under no circumstances are members of the practice team to discuss or in any way reveal patient conditions or documentation to unauthorised staff, colleagues, other patients, family or friends, whether at the practice or outside it, such as in the home or at social occasions. This includes patient's accounts, referral letters or other clinical documentation.

General practitioners and other practice team members are aware of confidentiality requirements for all patient encounters, and recognise that significant breaches of confidentiality may provide grounds for disciplinary action or dismissal. The Doctors ensure that only relevant information is included on referrals, documents, letters and reports where document automation technology is used.

Every member of the practice team is aware of our Privacy Policy and has signed a privacy statement as part of their terms and conditions of employment or contract. This privacy statement continues to be binding even after the employment or contract has terminated.

Procedure

All members of the practice team are issued with the practice's Privacy Policy and sign a privacy statement as part of their terms and conditions of employment or contract. The policies and procedures of the practice are further explained during the induction of new practice team members, and the induction form is signed by the new team member as confirmation that they understand and accept their obligations in relation to patient privacy and the confidentiality of personal health information.