



Privacy and your personal information

Record keeping

When you visit the *Blackwood Clinic*, we record your visit and any treatment provided. This helps to make sure that doctors, nurses and reception staff can communicate with each other to provide you with the best care possible.

The information we keep includes your personal details, medical and family health information.

Privacy principles

The Blackwood Clinic respects and upholds your right to privacy protection under the National Privacy Principles contained in the Privacy Act 1988 and applying from their introduction on 21st December 2001

This means that *Blackwood Clinic* takes all reasonable steps to ensure that any information about you:

- is accurate and up to date
- has only relevant details about you
- is only provided to those people who need it to treat and care for you or have responsibilities related to your treatment and care
- is protected from misuse and unauthorised access or disclosure to others, that is, treated confidentially

Providing your information to others

We will seek your consent before making information about you available to others e.g. third party or Work Cover. However, in the case of an emergency, we may provide immediate access to your records to ensure you receive treatment, with other health providers.

Use of Identifiers

The practice will only use the Medicare Numbers collected from patients for the purposes of billing for medical services provided to its patients. Similarly this practice would not use or disclose any other government identifying number, which you may give to us.

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For any further information about privacy and our policies, please visit our website: www.blackwoodclinic.com.au