



Privacy Policy

Circulate Healthscreening is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your personal information.

We have adopted the Australian Privacy Principles (**APPs**) contained in the *Privacy Act 1988* (Cth) (the **Privacy Act**). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au.

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of personal information we collect include: names, addresses, email addresses, phone and facsimile numbers.

In most cases personal information is collected from you directly and from third parties in situations where we have been required to refer on to an expert for the service you require.

Circulate Healthscreening nurses and screeners collect information on behalf of your employer or potential insurer for the purposes of an assessment. Necessary information includes your name, DOB, address, mobile phone number, medical history, current medications and employer or insurer. In most circumstances the information will be collected from you directly.

How we use your information provided:

- All clinical findings are documented and sent back to the organisation that you were referred by,
- Referral process; if required, your information may be shared to another GP, Health practitioner, or laboratory for expert advice and consultation,
- To meet the reporting obligations of Nurse Wise, our insurers,
- In the case that a disease requires mandatory reporting it will be reported to appropriate government authorities,
- To educate and train staff at Circulate Healthscreening.

When we collect personal information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

We will use sensitive information only:

- For the primary purpose for which it was obtained,
- For a secondary purpose that is directly related to the primary purpose,
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your personal information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

Situations may arise that require information about you to may be obtained from other sources such as a doctor, other health professional or laboratory. In this situation we would require your consent and signature.

If a life threatening situation was to arise and you were physically unable to give consent, we may be required to get personal information from friends, family or workers and provide that information to the doctor who is treating you at the time.

Disclosure of Personal Information

Your personal information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure, and
- Where required or authorised by law; for instance mandated reporting a communicable disease

Security of Personal Information

Your personal information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure. Our systems database information is protected by password access that is frequently changed. When your personal information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your personal information. However, most of your personal information is or will be stored in client files which will be kept by us for a minimum of 5 years.

Access to your Personal Information

You may access the personal information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your personal information, please contact us in writing.

Circulate Healthscreening will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your personal information.

In order to protect your personal information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your personal information is up to date. We will take reasonable steps to make sure that your personal information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Complaint Handling

In any circumstances you have a complaint about how Circulate Healthscreening has managed your personal information please contact us on the details below so we can work together to resolve your complaint.

Policy Updates

This policy may change from time to time and is available on our website.

Information Requests

You can request a copy of your information by email at circulatehealthscreening@outlook.com

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy, please contact us at:

Website: www.circulatehealthscreening.com.au

Email: circulatehealthscreening@outlook.com

Phone: 0422361550