

PERSONAL INFORMATION MANAGEMENT POLICY

1. INTRODUCTION

Aesthetic Day Surgery respects and upholds your rights to privacy protection under the National Privacy Principles contained in the Privacy Act 1988. The National Privacy Principles apply to us from their introduction 21 December 2001. This policy describes how we manage any personal information we have about you.

2. WHAT PERSONAL INFORMATION ABOUT ME DOES AESTHETIC DAY SURGERY HOLD?

Aesthetic Day Surgery may hold the following information about you:

- Name, address, telephone number(s), email address
- Date of birth
- Marital status, next of kin
- Health fund or Department of Veterans' Affairs status
- Health Information
- Referring Doctor
- Religion
- Transaction details associated with services we have provided to you
- Any additional information provided to us by you
- Any information you provided to us through patient surveys

Aesthetic Day Surgery will destroy or de-identify personal information due to redundancy after its legal obligations to retain the information have expired.

3. WHAT DOES AESTHETIC DAY SURGERY DO WITH MY PERSONAL INFORMATION?

We use personal information about you:

- To provide medical treatment and care to you;
- To assist your treating doctors, nursing staff and other allied health professionals in providing medical treatment and care to you at our facilities;
- To assist with any calls you make to us;
- For our internal administrative requirements;
- To process private health fund and DVA claims;
- For account keeping and billing purposes;
- To provide information to Medical Practitioners, Registered Nurses and other Allied Health Professionals
- who provide necessary follow up treatment and ongoing care;
- For benchmarking and clinical indicator reporting in a de-identified form;
- To provide data in both an identified and de-identified form to State Government agencies in compliance with numerous legislative requirements;
- To provide data in a de-identified form to the Private Hospital Data Bureau.

4. STORAGE

Aesthetic Day Surgery stores personal information:

- Contained in paper based and other hard copy documents in a dedicated storage area located in the facility; and
- Contained in electronic records in a secure environment; and

Such records are only accessible by those persons who require access to the personal information for the purpose of carrying out their employment.

5. OPENNESS

You may request access to personal information we hold about you by writing to the Licensee at the address below. You do not have to provide a reason for requesting access. Where we hold information that you are entitled to access, we will endeavour to provide you with a suitable range of choices as to how you may access it (eg post or collection).

If you believe that personal information we hold about you is incorrect, incomplete or inaccurate, then you may request amendment of it. We will consider if the information requires amendment. If we do not agree that there are grounds for amendment, then we will add a note to the personal information stating that you disagree with it.

Any questions about this policy, or any complaint regarding treatment of your privacy by Aesthetic Day Surgery, should also be made in writing to:

Dr. Darrell Perkins
Aesthetic Day Surgery
14 Kensington Street
KOGARAH 2217

Tel: (612) 9553 9905
Fax: (612) 9553 9924
Email: dperkins@aestheticdaysurgery.com.au

6. MISCELLANEOUS

In this policy "personal information" and "health information" have the same meaning as under the Privacy Act. References to Aesthetic Day Surgery are to Kogarah Day Surgery Pty Ltd (ACN 147 561 975), which has issued this policy.