



Privacy and Confidentiality

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 *Victorian State Government* 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.

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 is terminated.