

## **PRIVACY POLICY**

The Vascular Centre complies with the Privacy Act 1988 (Cth) (Privacy Act), the associated Australian Privacy Principles (APPs) and NSW legislation that governs how private sector health service providers should handle your personal information, including, but not limited to, health information, and is committed to protecting the privacy of patients within our practices. This privacy policy applies to all branches of The Vascular Centre. The Vascular Centre will only collect personal data required to create an accurate health record.

Information collected will include patients':

- Names, dates of birth, addresses, contact number/s, and email addresses (if applicable).
- Medicare and/or Department of Veterans Affairs numbers for identification and claiming purposes.
- Pension/Healthcare card identifiers.
- Medical history and medications.
- Payment details.

Personal and demographic information is collected when patients present to The Vascular Centre for their initial attendance and are checked as to accuracy and to ensure they are up-to-date at the time of subsequent attendances. This information may be collected by medical and/or administration staff.

By providing your contact number/s and/or email addresses, you also consent to The Vascular Centre using these to contact you for the purposes of obtaining further/clarifying information. The Vascular Centre will not sell or pass on your details to third parties.

The Vascular Centre files will also include:

- Any worksheets including sonographer's notes made during your vascular ultrasound examination.
- The original request form requesting the vascular ultrasound examination.
- The typed results (letters) of your vascular ultrasound examination.
- If obtained, any previous worksheet from a different organisation required for comparison purposes.

Ultrasound examination results will be forwarded to your referring doctor, with copies to any other doctors as requested by the referring doctor, the patient and/or other medical practitioners involved in the patient's care.

A patient's personal information may be held securely at the practice in either paper or electronic format (which is only accessible by staff via usernames and passwords). By law, medical records are to be kept while the individual was an adult for seven years from the last occasion on which a health service was provided to the individual and while the individual was under the age of 18 years, until that individual has attained the age of 25 years. After this time, paper files will be destroyed by secure shredding.

We may link, combine or share personal information about you that is held in various databases created by any of The Vascular Centre's branches and our supervising medical specialists. We will not seek your consent to use your personal information for the purposes listed above.

Personal information collected by The Vascular Centre may be de-identified for the purposes of research or accreditation purposes. We will not seek your consent to use your personal information for the purposes listed above.

Personal information collected by The Vascular Centre will not be disclosed to any third party other than in the course of providing medical services, without the full consent of the patient.

Personal information collected by The Vascular Centre will not be disclosed to anyone outside Australia without patient consent.

Personal information collected by The Vascular Centre will not be used in relation to direct marketing to a patient without that patient's consent.

All unsolicited information received by The Vascular Centre is evaluated to decide if it should be kept, destroyed or acted upon.

The Vascular Centre understands that whilst some individuals would like anonymity or use a pseudonym, it may be impractical or limit our services to be able to deal with someone in an unidentified manner. Therefore, we cannot accept either due to continuity of care and billing (Medicare) purposes.

Please contact The Vascular Centre in writing to the contact details below if you believe that information we have about you is not accurate, complete or up-to-date.

Please contact The Vascular Centre in writing to the contact details below if you have a complaint about the privacy of your personal information.

Contact:

The Vascular Centre  
116 Everton Street  
Hamilton NSW 2303

Email: [info@thevascularcentre.com.au](mailto:info@thevascularcentre.com.au)