

Privacy Policy and Consent Form

Privacy Policy and Consent

Occupational Therapy Service

As part of providing an occupational therapy service to you, Spot On Therapy needs to collect and record personal information from you that is relevant to your situation, such as your name, contact information, medical history and other relevant information as part of providing occupational therapy services to you. This collection of personal information will be a necessary part of the occupational therapy assessment and treatment that is conducted.

We have policies and procedures in place to ensure that:

- personal information is managed in an open and transparent way,
- the privacy of personal information of participants and staff are protected,
- we collect and handle personal information fairly,
- personal information we collect is used and disclosed for legally permitted purposes only,
- we regulate access to and correction of personal information,
- we maintain the confidentiality of personal information through appropriate storage and security.

The kind of information we collect:

- name, address, telephone number, email and address;
- date of birth;
- gender;
- advocate or emergency contact's telephone number and email;
- health information;
- diversity status (ethnicity, lifestyle preferences);

How we collect personal information

- you, the participant;
- your family members or significant others;
- your advocate;
- your doctor or other service providers or facilities;

Security of personal information

We take all the reasonable steps to ensure that the personal information we hold is protected against misuse, loss, unauthorised access, modification or disclosure. We hold personal information in both hard copy and electronic forms in secure databases and on secure, cloud based technology, accessible by only authorised staff.

Personal Information

Privacy Data Breaches and Complaints

As per the Privacy Act 1998, Spot On Therapy has an obligation to report privacy breaches. As a result of an amendment to the Privacy Act: Privacy Amendment (Notifiable Data Breaches) Act 2017, notification to the Office of the Australian Information Commissioner (OAIC) will be mandatory when a data breach could give rise to a 'real risk of serious harm' to the affected individuals. (Effective from 22 February 2018).

Further information on this can be found at:

<https://www.oaic.gov.au/privacy-law/rights-and-responsibilities>

<https://www.oaic.gov.au/privacy/privacy-complaints/>

All complaints regarding privacy can be lodged via a complaint handling process. You can contact the following details to make a complaint:

Monique Loos (Director)
monique@spotontherapyot.com.au
0407 228 810

At all times, privacy complaints will:

- be treated seriously;
- be dealt with as promptly as possible;
- be dealt with in a confidential manner;
- not affect your existing obligations or affect the commercial arrangements between you and us.

I, the undersigned:

I give consent for the information to be shared with the following:

Other: (please specify)

Special Circumstances Where Consent is Not Required.

There are times that we may be required by law to disclose and/or collect information without consent. This may be the case with:

Please sign below if you agree with the above statement