**Privacy Policy**

Sydney Swallowing Diagnostics is committed to protecting the privacy of personal information we collect and hold about individuals.

This privacy policy explains how we manage the personal information we collect, use, and disclose. Sydney Swallowing Diagnostics complies with the *Privacy Act 1988*, as well as NSW State and Territory legislation regarding the management of personal information.

The types of personal information we may collect about individuals includes their name, address, date of birth, telephone number, e-mail address and details relating to medical conditions and health history.

We collect personal information to enable us to register and manage client services and to communicate with clients.

Any personal information we collect from you will be used to provide appropriate services to you or contact you if requested.

We will not use an individual’s personal information for direct marketing purposes unless we are permitted to do so under the *Privacy Act 1988*.

Sydney Swallowing Diagnostics takes reasonable steps to protect personal information it holds from misuse and loss and unauthorised access, modification or disclosure.

Sydney Swallowing Diagnostics’ database information is protected by password access. The Privacy Policy is available on request.

If you have a complaint about the way Sydney Swallowing Diagnostics has handled your personal information, please contact us at the contact details below. We will endeavour to resolve your complaint promptly.

You have the right to gain access to the personal information we hold about you. This information will be forwarded to clients when requested in writing.

Sydney Swallowing Diagnostics will take all reasonable steps to correct information where an individual is able to show that the information in question is not accurate, complete or up-to-date.

**Use of our website and privacy**

We will only collect personal information through our website if you voluntarily provide it.

We may collect non-identifying information in relation to your use of our website, including the type of browser you use, the files you request, and the domain name and country from which you request information, to monitor and improve our web site and services.

Our website may use cookies to assist in making your browsing experience better and to allow us to improve our website.

We may record your email address if you transmit it to us electronically in an email message or through a web page form.

Our website may contain links to other websites. Our privacy policy has no application to any other website and Sydney Swallowing Diagnostics is not responsible for the practices or the content of any other website.

**Contacting us**

If you have any questions about our privacy policy, would like to request access to your personal information or to correct it or wish to make a complaint regarding your privacy, please contact us via:

* calling 0415097779
* emailing: **dijana@sydneyswallowingdiagnostics.com.au**