



Sapphire Clinic Statement - Privacy and Information Management

Quality Improvement

As part of our commitment to quality improvement, Sapphire Clinic supports the management of patient health information through the development and maintenance of comprehensive policies. This includes a privacy policy that complies with relevant legislative and regulatory requirements.

Management of Patient Confidentiality

Our patients are informed of how Sapphire Clinic manages their confidentiality and their personal health information.

Definition

Informing patients about how we manage their personal health information and maintain confidentiality is essential under both standards and legislative requirements. We adhere to the Australian Privacy Principles (APPs) within the Privacy Act 1988 and relevant state and territory laws.

Mandatory Content

Our approach to patient health information privacy ensures compliance with:

- Australian Privacy Principles (APPs)
- Privacy Act 1988
- My Health Records legislation
- Notifiable Data Breaches Scheme

The privacy policy outlines:

- Collection, use, and disclosure of health information
- Patient rights and how they can access their information
- Security measures for protecting patient information
- Handling of data breaches and complaints

Handling of Data Breaches

In the event of a data breach, Sapphire Clinic follows these procedures:

- **Containment and Assessment:** Immediately contain the breach to prevent further unauthorised access. Assess the scope and nature of the breach.
- **Notification:** Determine if notification is required under the Notifiable Data Breaches Scheme. Notify affected individuals and the Office of the Australian Information Commissioner (OAIC) if necessary.
- **Evaluation and Response:** Conduct a thorough investigation into the cause of the breach. Implement measures to mitigate any harm caused and prevent future breaches.
- **Review and Adjustment:** Review the incident response and update security measures and policies as necessary to prevent future breaches.

Related Documents

- Privacy Policy:
- Complaints Policy
- Data Breach Response Plan
- Staff Training Schedule:
- Information Security Policy: