



POL 10 Privacy and Confidentiality

Policy Statement

The Board and the Executive of Helping Hand Aged Care are committed to maintaining the privacy of personal information about clients and to upholding the principles of confidentiality by:

- / Ensuring that all information collected from clients is considered as “health information” as defined by the Privacy Act 1988, and is treated in accordance with the terms of that Act and with the National Privacy Principles.
- / Maintaining systems to ensure that “client health information”:
 - ❖ is collected in an open and fair manner and, where possible, from the individual concerned;
 - ❖ is only used and disclosed for organisational purposes, with consent being obtained for such use and disclosure;
 - ❖ is accurate and is kept in a secure manner; and
 - ❖ is available for access by the individuals from whom it has been collected.
- / Ensuring that all information regarding staff and volunteers is maintained in the strictest confidence and is passed on to third parties only with the signed written consent of the people concerned.
- / Ensuring that information regarding the organisation’s financial, contractual or other business dealing remains confidential.
- / Ensuring where research activities are occurring that clients, carers and staff are protected by appropriate ethics approval.

Reason

Supports the HHAC Mission, Objectives & Principles of Care, the Six Year Organisational Plan, Research At Helping Hand (Intranet);

Supports the organisation’s moral and ethical obligations. Promotes compliance with Privacy Act 1988, National Privacy Principles, Guidelines on Privacy in the Private Health Sector 2001, Aged Care Act 1997, Aged Care Principles, Nurses Act 1999, Disability and Discrimination Act 1992.

Responsible people

All staff are responsible for maintaining information in accordance with current legislation. Managers are responsible for ensuring staff are aware of their obligations.

Status

| Version no. | Approved by | Approval date | Last reviewed |
|-------------|-------------|---------------|----------------|
| 1 | Board | June 2006 | September 2015 |

