

PRIVACY POLICY 2018

Introduction

Dr Pam Connor provides specialised clinical and forensic psychological services. In providing these services, some personal and health information about individuals is collected. Dr Connor is committed to dealing with personal and health information in accordance with the *Privacy Act* and the *National Privacy Principles*.

Information Collected

The type of information that Dr Connor collects may include the following:

- your name, address, contact details;
- life details and family history; &
- medical and psychological symptoms, concerns and diagnoses psychological test results.

Use of Information

Dr Connor collects information for the following reasons:

- to provide effective treatment where you are coming for treatment;
- to enable her to undertake a psychological assessment and/or produce a report where the referral purpose is for assessment.

Disclosure of Information

In order to provide services, Dr Connor may be required to disclose personal information to third parties from time to time. Disclosure may include, but is not limited to:

| Third Party | Reason for disclosure |
|---------------------------|--|
| Referring Doctor | To assist continuing treatment of problems, and/or for Medicare reporting requirements. |
| Insurance company | To enable Insurer to make decisions about their liability, funding or appropriateness of treatment |
| Court | On subpoena, all relevant psychological information must be provided to Court |
| Solicitor | To provide reports where requested (see Court Proceedings below) |
| Agency, or other referrer | Where a third party has referred you, feedback may be provided to assist treatment or funding. |
| Other individuals | In some instances, information provided by the individual may need to be verified by a third party (e.g. a parent or a child) to enable an accurate diagnosis or assessment to occur. However, the information to be verified will not be referred to if the clinician perceives that the other party would not already know, or if the individual (client) would not want (or has requested specifically) the information not be mentioned. In specific instances, where there is doubt, the individual's permission will be obtained prior to referring to information that may need clarification by a third party. |

Please be aware that the general principles of privacy can be waived if failure to disclose information places yourself or another person at risk.

Court Proceedings (not general therapy)

As a Court appointed expert, or in the case of other legal proceedings, Dr Connor may be required to disclose personal or health information to the Court, your lawyer or to an insurer participating in the proceedings.

Where possible, you will generally be advised about the possibility of personal or health information being disclosed to a Court.

If you have a legal representative acting for you and that person seeks information about you, Dr Connor will not release that information without your written authorisation.

Further Information

The protection of client personal and health information is a priority for Dr Connor. If you have any questions, please telephone 0417 452 365. A request for access to your records must be made in writing addressed to Dr Connor. Note that you will be charged a fee (including for photocopying) for access. Please ask for details when you make your request.

Please be aware that, in some circumstances, Dr Connor has the right to refuse you access to personal information, for example (but not limited to) where the information is not about you but is about another member of your family; or where release could cause an unreasonable impact on you or harm you.

If you have any questions about Dr Connor's privacy policy or any complaints about the way that she handles your personal information, please direct your enquiries or concerns to the following:

Dr Pam Connor
PO Box 241
BELCONNEN ACT 2616

I, _____ (*Print Full Name*) have read and understood this policy. I have also received and read the following documents (initial both):

- Information Sheet (dated 2018) ;
- Some Common Questions (dated 2018)

Signature _____

Date _____