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## **Privacy Policy and Consent Statement**

Holland Park Family dental practice operates in accordance with, and is bound by, the National Privacy Principles under the Privacy Act 1988. We collect personal information from our patients in order to provide dental services. We are required by guidelines issued by the Australian Dental Association under the Health Practitioner Regulation National Law Act 2009 to collect information from our patients and maintain dental records that contribute to the safety and continuity of your dental care.

The following is only a brief summary of our policies on how we manage the health information recorded in your dental record. Please ask at Reception for a copy of our Full Privacy Policy and Consent Statement.

### **Accessing your Dental Record**

We are pleased to provide you with access to your dental record. Generally, you will only be denied access to your dental record in exceptional circumstances as prescribed by the Privacy Act or other applicable laws.

### **Collecting information for your Dental Record**

We only collect health and personal information from you, with your consent, when that information is necessary for us to attend to your dental health care requirements. This information is stored in your dental record. If you are under 18 years of age, in which case, we may collect information about you from a parent or guardian. Generally, we collect most of our information about you during your consultation. Other situations where we collect information are where we have to take or arrange for you to undergo tests, including x-ray or other examination, or where health information about you is provided to us by another health care professional in accordance with general health industry practice.

### **Storage and Maintenance of your Dental Record**

We take reasonable steps to ensure the information we collect about you is accurate, complete and up-to-date. We rely heavily upon you to advise us of any significant changes in your general health or well-being that are relevant to your dental care. You will be asked to review your dental record from time to time (medical history annually) in conjunction with your Dentist and advise us of anything that has become inaccurate or requires correction. We take reasonable steps through physical security measures and computer security practices to protect your dental record from misuse and loss and from unauthorised access, modification or disclosure.

### **Use and disclosure of your Dental Record**

We only use the information in your dental record for the primary purpose of meeting your dental care requirements. Generally we do not disclose any health or personal information contained in your dental record to any person except with your consent, or in accordance with generally accepted health industry practice, or in exceptional cases where we have a legal obligation to disclose that information. With your consent, we may disclose information to another dental practitioner, specialist, or other health care provider in accordance with general health industry practice. We do not adopt, use or disclose as part of your dental record any Commonwealth government reference numbers or identifiers. We do not transfer any health or personal information about you overseas.