

# Privacy and confidentiality procedure



## 1. Procedure statement

This document describes Healthy North Coast's procedure regarding the collection, hold, use, disclosure of and access to personal information, including health information, to protect the personal privacy of people who receive support through the *Healthy North Coast COVID-19 response framework for Aboriginal communities on the North Coast*. This document aligns with the Healthy North Coast policy on information privacy and health record management.

Healthy North Coast (HNC) respects and upholds the right to privacy protection under the Privacy Act 1988 (Cth) ("Privacy Act"), the Privacy Amendment (Private Sector) Act 2000, Privacy Amendment (Enhance Privacy Protection) Act 2012, the Australian Privacy Principles (APPs), and the Health Records and Information Privacy Act 2002 (NSW).

## 2. Background

In Australia, information privacy is regulated under the Privacy Act and is complemented by the APPs. The Privacy Act addresses the protection of a person's personal information, that is, information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. The Privacy Act regulates how personal information is handled. For example, it covers the collection, use, disclosure and accuracy of personal information an organisation holds, including a person's general right to access their personal records.

## 3. Principles of collection and storing personal information

### 3.1 Principles

The following principles must be considered when implementing this procedure:

1. The collection and use of personal, health and sensitive information must relate directly to the legitimate purposes of Healthy North Coast (HNC).
2. HNC Aboriginal Health team staff will only request information that is entirely necessary to provide support as outlined in the *Healthy North Coast COVID-19 response framework for Aboriginal communities on the North Coast*.
3. Personal information will be removed from all documentation, accommodation bookings etc. wherever possible
4. Information that is required to be stored under accordance with the Privacy Act, will be kept in a secure file accessible only by the Aboriginal Health Team.
5. Individuals must be aware of, or informed of, the purposes for which personal and health information is obtained and verbal consent given.
6. HNC will take all reasonable measures to store personal and health information securely.
7. De-identified data will be used in all methods of reporting.
8. Third party access to personal and health information may only be granted in accordance with the APPs and HNC policy.
9. HNC will observe the APPs and the Privacy Act.

Please contact Healthy North Coast if you would like a copy of the our policy on information privacy and health record management.