

# POLICY FOR MANAGEMENT OF PERSONAL INFORMATION

This document describes the policy of Salutegenics for the management of the practices of clients' information. The psychological service provided is bound by the legal requirements of the National Privacy Principles from the Privacy Amendment [Private Sector] Act 2000.

## Client Information

Client files are held in a secure filing cabinet, which is accessible only to authorised personnel. The information on each file includes personal information such as name, address, contact phone numbers, and other information that is relevant to the psychological service being provided.

## Purposed of Holding Information

The information is gathered as part of the assessment, diagnosis and treatment of the client's condition, and is seen only by the psychologist. The information is retained in order to document what happens during sessions, and enables the psychologist to provide a relevant and informed psychological service.

## Requests for Access to Client Information

At any stage clients may request to see the information about them kept on file. The psychologist may discuss the contents with them and/or give them a copy. All requests by clients for access to information held about them should be lodged with Salutegenics. These requests will be responded to within 5 working days and an appointment will be made if necessary for clarification purposes.

## Concerns

If you have a concern about the management of your personal information, please inform Maria Ruberto. Upon request you can obtain a copy of the National Privacy Principles, which describe your rights and how your information should be handled. Ultimately, if you wish to lodge a formal complaint about the use of, or access to, your personal information, you may do so with the Office of the Federal Privacy Commissioner on 1300 363 992, or BPO Box 5218, Sydney, NSW 1042.

