

Privacy policy

Overview

Dr Katherine Thompson is committed to complying with the [Privacy Act 1988](#) and the [Australian Privacy Principles 2014](#) and the privacy provisions of all applicable legislation.

This privacy policy covers all personal information we hold, that is, information, or an opinion about an individual, whose identity is apparent, or can be reasonably ascertained, from that information or opinion. This includes information we have collected from people through our office, over the phone and over the internet.

Collecting information

When we collect personal information from an individual, we will ensure that we do so in a fair manner and that we let the individual know where and how to contact our organisation. We will only collect information that is necessary for one or more of our functions or activities.

We will advise individuals of the purpose for which their personal information is collected.

If we collect sensitive information (as defined under the Act), we will treat it with the utmost security and confidentiality. We will ensure that it is not collected for any purposes, other than those for which we have obtained the individual's consent, unless the law requires otherwise, or other exceptional circumstances prevail as described under the Act.

Where an individual chooses not to provide requested information, we will advise that individual of what consequences this non-disclosure may have. For example, withholding certain information may limit our ability to provide relevant offers or services to individuals.

Disclosing information

We will only disclose personal information in accordance with the Privacy Act.

This means that personal information may be disclosed:

- For the purposes for which we have advised that we are collecting it, and for related purposes that the individual would reasonably expect,
- Where we have the consent of the individual to do so,
- As required by law, or
- Under other circumstances where permitted under the Act.

In the course of our business activities, we may need to disclose some of your personal information to relevant staff, e.g. your General Practitioner.

Privacy Inquiries

Privacy related inquiries or concerns can be directed to **Dr Katherine Thompson**.

Concerns

If you have a concern about the management of your personal information, please inform Dr Katherine Thompson. You are welcome to obtain a copy of the Australian Privacy Principles 2014. If you wish to lodge a complaint about the use of or access to your personal information you may contact the Office of the Federal Privacy Commissioner on 1300 363 992, enquires@oaic.gov.au

Consent Form

Dr Katherine Thompson needs to collect information about you for the primary purpose of providing a quality service to you. This information will also be used for:

- a. Administrative purposes;
- b. Billing;
- c. Disclosure of information to your doctors, other health professionals or to teachers to facilitate communication and best possible care for you.

Dr Katherine Thompson has a Privacy Policy that is available on request.

To ensure the process of quality treatment provision, information about your assessment results and progress may be given to relevant other service providers, who are involved in your management. These may include your doctor, teachers, specialists, insurers, solicitors or employers.

Consent

I have read the above information and understand the reasons for the collection of my personal information and the ways in which the information may be used and disclosed and I agree to that use and disclosure.

I/We, understand the information in the Consent Form, and agree to these conditions for the service provided by **Dr Katherine Thompson**.

I/We Agree that **Dr Katherine Thompson** can speak to the following professionals regarding my/our case:

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Signed (Client) Date.....

Signed (Client/Guardian)..... Date.....