



BELLFIELD SPEECH PATHOLOGY PRIVACY STATEMENT

Bellfield Speech Pathology is committed to protecting the privacy and confidentiality of your personal information in accordance with the National Privacy Principles that are the basis of the Privacy Amendment (Private Sector) Act 2000 and in accordance with the Health Records Act of 2001.

This statement provides an overview of the way we handle your information. These processes will be clearly outlined in your first session with any of our staff.

We generally collect information directly from you via written questionnaire and during the initial interview. This information is collected for the purposes of establishing a professional working relationship with you and/or your child. This information forms part of the picture that contributes to the diagnostic process of understanding the concerns that you have and guide us to serve you as effectively as possible. It is also for the purpose of keeping you informed about services offered by us as well.

Bellfield Speech Pathology will take all reasonable steps to prevent the unauthorised disclosure of your personal information.

Please Retain for your Records

Exceptions to this are:

- expressly with your verbal or written consent to do so to a specified person or agency (i.e. school)
- it is required under compulsion of law or provided in co-operation with any government authority
- where it is already publicly available
- or where it is disclosed in a manner that does not readily permit identification of information relating to you.

Your personal information may be shared among the staff of Bellfield for the purposes of ensuring best possible outcomes for you.

We request that no videos or recordings be taken during sessions, by clinicians or families, without consent of both parties.

On request, either verbal or written, you may access the personal information collected and held by us. If you believe that the information held by us is not accurate or complete, you may request that we make the necessary additions, deletions or corrections. These requests must be in writing, so they can be kept on the file. We will endeavor to respond to such requests within 7 (seven) days.

Should you wish to discuss any aspect of this statement, would like more information, or have any concerns about our approach to Privacy, please do not hesitate to contact us details listed below.