

CONFIDENTIALITY POLICY

Policy statement

Orange Health collects and stores information so it can provide a safe working environment, high quality services and meet its legal requirements.

Orange Health manages personal information in accordance with relevant legislation and disposal guidelines.

This policy applies to all staff, contractors, volunteers or students/trainees. It includes confidentiality of information about the people Orange Health supports and the people who work at Orange Health.

Principles

- Personal information is collected with consent and is used where the information is needed to provide services and meet compliance requirements.
- Information is protected from misuse, loss and unauthorised access.
- Information not needed by Orange Health is destroyed as soon as practicable in a way that complies with all legal and compliance requirements.
- Reasonable steps are taken to ensure information is complete, current and accurate.
- Personal information is only ever released if required by law, agreed to through the informed consent of the individual or if a person requests to see their own personal file.
- Personal information will not be disclosed to other parties or used for direct marketing without permission.

Key Actions/Procedures

All staff are required to ensure objective, detailed, accurate and up-to-date records and information are maintained to meet legal, contractual and mandatory reporting requirements. All requests for correction are processed in conjunction with privacy legislation as soon as practicable.

Information about a person, sent or received via email is recorded in their file by the employee sending or receiving the email.

Staff who are authorised in their role to access personal information must not share their passwords and logins with others and sign a confidentiality agreement advising that they will take all reasonable steps to ensure information is protected from misuse, loss and unauthorised access.

The CEO administers secure access for electronic records requested by the client as per the Freedom of Information legislation.

In some circumstances access to personal information may be denied. There may be real concerns that access to certain information could pose a serious threat to the life, health or safety of an individual, or to public health or public safety or have an unreasonable impact on the privacy of other people. The Director will consider all the circumstances and make this decision. Where access to information is not provided, the Director will provide a formal response explaining why access has been denied.

Complaints about perceived or suspected breaches of privacy will be dealt with using the Complaints Policy and Procedure.

Definitions

Confidential Information: any information that identifies a person

Informed consent: voluntary agreement and/or action where the person making the decision has appropriate information, understands the consequences of the decision and capacity to make the decision

Related legislation and standards

- Carers' Recognition Act 2004
- Disability Services Act 1993 (WA)
- Equal Opportunity Act 1984 (WA)
- Fair Work Act 2009
- NDIS Act 2013
- National Standards for Disability Services
- NDIS Quality and Safeguarding Practice Standards 2018
- Privacy Act 1988

Approvals

Date of approval: 3 March 2021

Date of review: 3 March 2021

Signature of CEO:

A handwritten signature in black ink, appearing to be "Michael Smith", written over a faint horizontal line.