



INSIGHT EYE SURGERY

Insight Eye Surgery Privacy Policy

Current as of: January 2025

Introduction

This privacy policy is to provide information to you, our patient, on how your personal information (which includes your health information) is collected and used within Insight Eye Surgery, and the circumstances in which we may share it with third parties.

Why and when your consent is necessary

When you register as a patient of our practice, you provide consent for our doctors and practice staff to access and use your personal information so they can provide you with the best possible healthcare. Only staff who need to see your personal information will have access to it. If we need to use your information for anything else, we will seek additional consent from you to do this.

Why do we collect, use, hold and share your personal information?

Our practice will need to collect your personal information to provide healthcare services to you. Our main purpose for collecting, using, holding and sharing your personal information is to manage your health. We also use it for directly related business activities, such as financial claims and payments, practice audits and accreditation, and business processes (eg staff training).

What personal information do we collect?

The information we will collect about you includes your:

- names, date of birth, addresses, contact details
- medical information including medical history, medications, allergies, adverse events, and risk factors
- Medicare number (where available) for identification and claiming purposes
- referral information
- healthcare identifiers
- health fund details.

Dealing with us anonymously

You have the right to deal with us anonymously or under a pseudonym unless it is impracticable for us to do so or unless we are required or authorised by law to only deal with identified individuals.

How do we collect your personal information?

Our practice may collect your personal information in several different ways.

When you make your first appointment our practice staff will collect your personal and demographic information via your registration on our Patient Information Form.

During the course of providing medical services, we may collect further personal information.

Dr Madeleine Adams MB ChB BSc (Hons) PhD FRANZCO **Specialist Ophthalmic Surgeon | Director**
BRISBANE: Suite 203, Westside Private Hospital | 32 Morrow Street, Taringa QLD 4068 Australia | **TELEPHONE:** 07 3154 1515
NOOSA: 1/31 Thomas Street, Noosaville QLD 4566 Australia | **TELEPHONE:** 07 5345 5011
FAX: 07 3154 1516 | **WEBSITE:** www.insighteyesurgery.com.au



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We may also collect your personal information when you visit our website, send us an email or SMS, telephone us, make an online appointment or communicate with us using social media.

In some circumstances personal information may also be collected from other sources. Often this is because it is not practical or reasonable to collect it from you directly. This may include information from:

- your guardian or responsible person
- other involved healthcare providers, such as specialists, allied health professionals, hospitals, and pathology and diagnostic imaging services
- your health fund, Medicare, or the Department of Veterans' Affairs (as necessary).

When, why and with whom do we share your personal information?

We sometimes share your personal information:

- with third parties who work with our practice for business purposes, such as accreditation agencies or information technology providers – these third parties are required to comply with APPs and this policy
- with other healthcare providers
- when it is required or authorised by law (eg court subpoenas)
- when it is necessary to lessen or prevent a serious threat to a patient's life, health or safety or public health or safety, or it is impractical to obtain the patient's consent
- to assist in locating a missing person
- to establish, exercise or defend an equitable claim
- for the purpose of confidential dispute resolution process
- when there is a statutory requirement to share certain personal information (eg some diseases require mandatory notification)

Only people who need to access your information will be able to do so. Other than in the course of providing medical services or as otherwise described in this policy, our practice will not share personal information with any third party without your consent.

We will not share your personal information with anyone outside Australia (unless under exceptional circumstances that are permitted by law) without your consent.

Our practice will not use your personal information for marketing any of our goods or services directly to you without your express consent. If you do consent, you may opt out of direct marketing at any time by notifying our practice in writing.

Our practice may use your personal information to improve the quality of the services we offer to our patients through research and analysis of our patient data.

We may provide de-identified data to other organisations to improve population health outcomes. The information is secure, patients cannot be identified and the information is stored within Australia. You can let our reception staff know if you do not want your information included.

How do we store and protect your personal information?

Insight Eye Surgery takes all necessary and reasonable steps to ensure that your personal information is accurate, complete, up to date and secure.



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We may store your health information in both hard copy and on computer. The storage use and where necessary, transfer of personal health information will be undertaken in a secure manner that protects patient privacy. Hard copy information is kept under lock and key. Information stored on computer is password protected. We will keep your health record for a minimum of 7 years after your last visit. If you were aged under 18 years at the date of the last entry in your medical record we will wait until you have turned 25 years old before we dispose of the record.

After that time, if the record is no longer necessary, it will be disposed of securely as required by law.

Some applications used by Insight Eye Surgery store data using Cloud services. All health information is stored on secure servers hosted within Australia.

Other types of information

Other information collected and held by Insight Eye Surgery includes job applications, personnel files and referrer information. All data collected is considered personal information and will only be used for the purpose for which it was collected or with prior consent from the individual and will be managed in accordance with the APP's.

How can you access and correct your personal information at our practice?

You have the right to request access to, and correction of, your personal information.

Our practice acknowledges patients may request access to their medical records. We require you to put this request in writing to info@insighteyesurgery.com.au and our practice will respond within 30 days. Insight Eye Surgery may charge reasonable fees for providing the requested information to you.

Our practice will take reasonable steps to correct your personal information where the information is not accurate or up to date. From time to time, we will ask you to verify that your personal information held by our practice is correct and current. You may also request that we correct or update your information, and you should make such requests in writing to info@insighteyesurgery.com.au to:

Business Manager

Insight Eye Surgery

Suite 203

32 Morrow Road

Taringa QLD 4068

Email: info@insighteyesurgery.com.au

How can you lodge a privacy-related complaint, and how will the complaint be handled at our practice?

We take complaints and concerns regarding privacy seriously. You should express any privacy concerns you may have in writing. We will then attempt to resolve it in accordance with our resolution procedure. Please write to info@insighteyesurgery.com.au. You must include your mailing address and contact number. Our practice will respond within 10 business days to your complaint.

You may also contact the OAIC. Generally, the OAIC will require you to give them time to respond before they will investigate. For further information visit www.oaic.gov.au or call the OAIC on 1300 363 992.

Policy review statement

Our privacy policy will be reviewed regularly to ensure it is in accordance with any changes that may occur. Updates will be posted to this website page.