

Website Privacy

When you visit our website, our web server automatically collects limited information that is essential to the operation and security of the website. This may include the IP Address of your computer. IHCS will not use this information for any purpose other than the requirement for ensuring our website is secure. We do not collect personal information such as your email address unless you provide it to us.

If you require additional information we suggest your refer to your browser information or your internet service provider.

Our Privacy Officer can be contacted at the Independent Health Care Service office in Moonah. Details are:

The Privacy Officer

Independent Health Care Service Pty Ltd

4 Sunderland Street

Moonah Tas 7009

Email: ihcs@independenthealth.com.au

Independent Health Care Service Pty Ltd

ABN 75 057 369 669

4 Sunderland Street

Moonah Tas 7009

Fax: (03) 6228 9711

Phone: (03) 6228 3899

Website:

www.independenthealth.com.au

Email:

ihcs@independenthealth.com.au

Last updated March 2014

*Meeting
Your Needs*



*Meeting Your
Needs*

**Privacy
Information**

We welcome you to the services of Independent Health Care Service. Our aim is to provide you with the very best care and to ensure that the private and confidential information that you share with us is treated with respect and is consistent with the law.

To achieve this, Independent Health Care Service will take steps to ensure that all practices, procedures and systems comply with the Australian Privacy Principles of the Privacy Act, 1988.

Independent Health Care Service will only collect personal information (including sensitive information) that we need in order to provide you with the services you require. We will only use the information for the purpose that you have provided the information for — unless other circumstances apply. These include legal requirements (such as government reporting), or the need to protect you, or someone else from a serious threat.

Your Case Manager may also share your information if it is directly related to the purpose for which you have given us the information and you would reasonably expect us to use it for this purpose, for example when referring a client to an allied health professional for additional services that they have agreed to.



Independent Health Care Service stores your information in paper files, as well as electronically (for example on our accounting system). Your information is stored in such a way as to protect it from interference, loss and misuse as well as from unauthorised access, use or disclosure .

Access to Your Information

You have a right to access the information that we hold in your record. You can also request an amendment to your record should you believe that it contains inaccurate information.

Should you wish to obtain access to or request changes to your record, you can ask our Privacy Officer (see details over page) who can give you more detailed information about this process. We will respond to your request within a reasonable period of time (generally within 30 days of receipt of your request).

Alternatively, if you have concerns regarding your privacy, and don't wish to talk directly to us, you can contact the Office of the Australian Information Commissioner via their website: **www.oaic.gov.au**

For further information, please refer to our Privacy Policy which is available to view on our website:

www.independenthealth.com.au