Privacy Policy and Procedure

**Policy:**

I commit myself to the highest standards of practice and will ensure that information collected and stored by me is handled in line with the National Privacy Principles.

**Procedure:**

1. All computers used at this clinic are password protected to ensure restricted access.
2. All client history and treatment sheets retained in hard copy form will be stored securely in a locked file cabinet.
3. As part of a yearly audit process, the Australian Privacy Principles and Health Privacy Principles will be reviewed and updated.
4. A hard copy of the Australian Privacy Principles and Health Privacy Principles will be kept in the clinic for reference.
5. I will ensure that any stakeholders that may be entitled to access to client information (eg health funds) have appropriate Privacy Procedures in place.
6. I will not discuss individual client medical history or treatment with any other person without the consent of the client.
7. I will only collect information that is relevant to the provision of massage therapy services and will not pass this information on to any third party.