Privacy Policy

Health Fund Compliance

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.

Barbara Swiatkiwsky

creator of Kickstart Your Home Based Massage Biz

barbara@bswiatkiwskybowen.com

Massage Therapist. Change Maker. Home Biz Expert.