

Privacy Policy

Introduction

Paediatric Dental Group is a private specialist dentist practice that has a number of locations – Alderley, Toowoomba and the Sunshine Coast.

Privacy Obligations

Paediatric Dental Group takes its privacy obligations very seriously and wishes to ensure that patient / parent / guardian personal information is dealt with in accordance with all relevant privacy laws and this privacy policy.

This privacy policy describes the way we collect, use and disclose personal information about individuals.

“Personal information” is defined as information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. Personal information does not include de-identified data.

We are subject to:

- (a) The Privacy Act 1988 (Cth) including the Australia Privacy Principles (APPs);
- (b) Healthcare Identifiers Act 2010 (Cth);
- (c) in relation to our operation in the Australian Capital Territory, the Health Records (Privacy and Access) Act 1997 (ACT);
- (d) in relation to our operation in New South Wales, the Health Records and Information Privacy Act 2002 (NSW); and
- (e) in relation to our operation in Victoria, the Health Records Act 2001 (Vic).

Collection of Personal Information

Paediatric Dental Group collects personal information about its patients, parents and guardians, which is required for Paediatric Dental Group to provide services.

Personal information Paediatric Dental Group may collect includes, but is not limited to:

name, date of birth, sex; address, contact details; medical history; x-rays; pathology results; parent information; guardian information; court orders if required.

Use and disclosure of personal information

Primary Purpose

Paediatric Dental Group uses and discloses personal information for purposes including:

- Administrative purposes in running our practice including debt management agencies if required.



- Disclosure to others involved in a patient's health care, including treating dentists and specialists outside this practice. This may occur through referral to other specialists or for medical tests and in the reports or results returned to us following the referrals.
- Disclosure to a medical defence organisation if a medico-legal matter arises
- Clinical Teaching
- Sending SMS appointment reminders via mobile phone, leaving voicemails identifying the caller
- Receiving correspondence via email using the email addresses provided on this form

Data Quality

Paediatric Dental Group will take reasonable steps to ensure that all personal information it collects, uses or discloses is accurate, complete and up-to-date.

Data Security

Paediatric Dental Group takes all reasonable steps to protect all information held by Paediatric Dental Group from misuse and loss and from unauthorised access, modification or disclosure. We use technologies and process such as (access control procedures, network firewalls, encryption and physical security) to protect patient privacy.

Paediatric Dental Group will destroy or permanently de-identify any information that is no longer needed, in a secure manner.

Openness

This privacy policy sets out how we collect, use and disclose personal information. This Privacy Policy is made available on request.

Access and Correction

The right to access information collected about a child, except in some circumstances where access might be legitimately withheld, will be granted. Paediatric Dental Group may deny access to information in certain circumstances as permitted by law. If access is required contact with the Practice Manager will be required.

Sensitive Information

Paediatric Dental Group will not collect sensitive information unless the individual has consented, it is required by law, or in other special specified circumstances, for example relating to health services provision and individual or public health or safety.

Policy

All employees and contractors to the Paediatric Dental Group, in the course of their employment or contract with the Paediatric Dental Group, must comply with this privacy policy.





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Requests for further information relating to the Paediatric Dental Group privacy policy should be directed to the Practice manager - 07 3117 0092 or via email manager@pdgdental.com.au.

