**Personal Information Collection Notice**

This personal information collection notice is a requirement of the *Information privacy Act 2009* and contains details about what personal information Withcott Medical Centre may collect, hold, use and disclose about you. You can find out more about how we deal with your privacy by requesting a copy of our privacy policy from reception or via our website.

**Why we collect 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).

**Disclosure of your information to other entities where necessary**
The Practice sometimes shares your personal information:

* With other healthcare providers;
* With 3rd parties who work with our practice for business purposes, such as accreditation agencies, information technology providers – these 3rd parties are required to comply with APP’s and this policy;
* To comply with any legislative or regulatory requirements e.g. notifiable diseases, court orders and mandatory reporting;
* When 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; and
* During the course of providing medical services, through ehealth services.

**Accessing your information**

Our privacy policy details how you may access your personal information we hold, seek correction of such information and make a complaint against us if you feel we have breached any privacy legislation in dealing with your personal information.