



## Melbourne Cancer Care Privacy Policy

The staff at Melbourne Cancer Care Pty Ltd are committed to providing exceptional cancer care and treatment and to protecting your Personal Information while doing so. We comply with the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth) which govern how organisations, including medical practices, handle your Personal Information. Health information is classified as 'sensitive information' for the purposes of the Australian Privacy Principles.

### Collection of personal information

Personal information is collected to assist in providing health care to our patients. This may include your medical history, test results, family history of medical conditions, ethnicity, Medicare, health fund and insurance details, billing/account details, current lifestyle, activities, next of kin, and emergency contact together with any other information that may be relevant to your diagnosis and medical care. It may also contain photographic documentation. Where practicable, Melbourne Cancer Care will collect personal information directly from the individual but may also collect information from third parties, including other healthcare providers or organisations and family members. We will only collect health information from a third party if the individual has consented or where we are otherwise permitted by law to do so, such as in a medical emergency.

### Use and Disclosure

Melbourne Cancer Care may collect, hold, use and disclose personal information in connection with your healthcare including: providing medical care to you, administrative purposes, communicating information with other doctors, and health service providers such as pathologists, radiologists, allied health professionals, pharmacists, in relation to your health care needs. Disclosure of information may also occur: to comply with statutory and public health reporting requirements, such as the notification of certain infectious diseases, to an individual's close relatives, friends or personal representatives *unless* directed otherwise by the individual. Communicating with authorised insurers, medical experts, lawyers for medical indemnity purposes or as authorised to an individual's lawyer(s) and insurance companies may also be required. Disclosure of information is also required for the purposes of Billing, payment processing and debt recovery and for the transcription of clinical files.

### Data Security

Melbourne Cancer Care holds personal information electronically and in hard copy form, both at our own premises and with the assistance of service providers who provide data storage, hosting and cloud computing services. In either case we implement a range of measures to protect the security of that personal information. It is necessary for Melbourne Cancer Care to maintain patient records for as long as is required by law or is prudent having regard to administrative and medical requirements.