

NATIONAL PRIVACY PRINCIPLES - Summary

1. Collection

- sets out practice obligations when collecting health information from patients
- includes collecting health information only with consent, in a non-intrusive, lawful and fair manner
- only the information necessary to provide the service

2. Use and Disclosure

- sets out how health information, once collected, can be used in the practice or disclosed to third parties outside the organisation
- written note of any disclosure must be made
- disclosure can be made to a person who is responsible for an individual under certain circumstances – eg legally/physically incapable, necessary to provide appropriate treatment/care, made for compassionate reasons
- a responsible person includes: a parent, child or sibling at least 18 years old, a spouse or defacto spouse, a relative at least 18 years old, a guardian, a person exercising enduring power of attorney granted by the individual, a person who has an intimate relationship with the individual, or a person nominated by the individual to be contacted in case of emergency

3. Data Quality and Collection

- organisation must take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date

4. Data Security

- organisation must take reasonable steps to protect the personal information from misuse, loss and from unauthorised access, modification or disclosure

5. Privacy Policies and Openness

- must document clearly expressed policies and make document/s available to anyone who asks for it
- if/when asked, reasonable steps must be taken to inform the person, generally, of what sort of personal information is held, for what purposes, and how it collects, holds, uses and discloses that information

6. Access and Correction

- gives patients a general right of access to personal/health information, and a right to have information corrected when eg inaccurate, incomplete, out of date
- charges for providing access/copies to/of personal/health information must not be excessive, and must not apply to lodging a request for access

7. Commonwealth Government Identifiers

- in general, identifiers that are used by Government organisations must not be used (eg Medicare numbers, tax files)

8. Anonymity

- individuals must be given the option to interact anonymously wherever it is lawful and practicable

9. Transborder Data Flow

- sets out obligations for providers regarding the transfer of health information out of Australia

10. Sensitive Information

- sets out practice obligations when collecting health information from patients
- includes collecting health information only with consent, in a non-intrusive, lawful and fair manner
- only the information necessary to provide the service

Source: Office of the Federal Privacy Commissioner, www.privacy.gov.au/publications/nppgl_01.html [as at 19/12/2001]

www.privacy.gov.au/publications/hics1.doc [as at 19/12/2001]

Office of the Federal Privacy Commissioner Hotline 1300 363 992 (local call charge)

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