



WESTMINSTER
DAY SURGERY

Privacy Notice

Your Privacy as a Patient at Westminster Day Surgery

The Privacy Act 1988

Westminster Day Surgery respects and upholds your rights to privacy protection according to the Australian Privacy Principles (APPs) contained in The Privacy Act 1988. The APPs outline how all private health service providers must handle, use and manage personal information. The hospital's Privacy Policy is available for download on our website or a copy may be provided to you on request. Below is a summary of important points regarding your personal information.

Collection of Personal Information

Westminster Day Surgery collects your personal information and in particular your health information to provide you with a quality health service. The information will normally be collected directly from you and your referring Doctor, but in an emergency situation, when we are unable to obtain your prior consent, we may need to collect personal information from relatives or other sources.

Use and Disclosure of Personal Information

Under The Privacy Act, Westminster Day Surgery may use patient information for the primary purpose it was collected, i.e. to provide you with a health service and for directly related secondary purposes which may include such activities as hospital management, hospital funding including processing private health fund claims on your behalf, service-monitoring, complaint handling, planning, hospital licensing and accreditation, quality improvement, and financial and clinical audit. Wherever possible the hospital will de-identify the information prior to use.

Westminster Day Surgery will not disclose patient information without patient consent except on a confidential basis to agents that are used in the ordinary operation of its business. Patient information is not disclosed to overseas recipients without written patient consent.

The hospital is required by law to provide the Government of Western Australia, Department of Health and your Health Fund or Department of Veterans' Affairs (for DVA members), with identified data for each admission to hospital.

Westminster Day Surgery may disclose personal information when it is required or authorised by or under an Australian law or a court/tribunal order, or if the information is reasonably necessary for enforcement related activities conducted by, or on behalf of, an enforcement body.

Access to and Correction of Personal Information

You may obtain access to the personal information we hold about you. To assist us, we suggest you complete a 'Westminster Day Surgery Request to Access Patient Information form' or provide us with a signed written request. We will provide you with a suitable range of choices as to how you may access the information. We may impose a charge for processing your request. Your request will be responded to within 30 days of receipt. If you believe that the personal information the hospital holds about you is inaccurate, out of date, incomplete, irrelevant or misleading, you may request amendment of it. If the hospital is satisfied that the information it holds is incorrect, it will take reasonable steps to correct that information.

Withholding Sensitive Information

Under the Act you may withhold sensitive information. Depending of the circumstance and the extent to which sensitive information is withheld, Westminster Day Surgery may decide not to admit or treat you, where it considers the information provided is not comprehensive enough to provide you with a quality health service.

Privacy Questions/Complaints

Any questions about our personal information handling practices or any complaint regarding treatment of your privacy by Westminster Day Surgery can be made in writing addressed to:

Chief Executive Officer, Westminster Day Surgery, 476 Wanneroo Road, Westminster WA 6061

Email: admin@westminsterdaysurgery.com

Ph: (08) 9349 5555

F: (08) 9344 1744