

COLLECTION AND USE OF PERSONAL INFORMATION

headspace Wagga Wagga collects personal information from you for the purpose of providing quality health care and for administration purposes. As we require your consent to collect this personal information, it is important that you read this document carefully and sign where indicated below.

We will use the information you provide in the following ways:

1. Medical / Psychiatric

You will be asked to give **headspace** some personal and medical details as well as some information about your family, so that your **headspace** worker can properly assess, diagnose, treat and plan your healthcare. This may involve passing on some information to others involved in your care including:

- Treating Doctors and Specialists outside **headspace** Wagga, should you require ongoing medical care or referral. Referral to other Medical Practitioners is usually via written report. All **headspace** Wagga workers are aware of their responsibilities to maintain your privacy and all have signed a Confidentiality Agreement.
- Another **headspace** worker at this clinic, if your regular **headspace** worker is likely to be away for any length of time. This would ONLY happen if you were to be seen by that covering worker in your regular worker's absence.
- For disease notification as per law (e.g. infectious disease)

All the information supplied to the **headspace** workers under this program is confidential, except under the following circumstances:

- The **headspace** worker forms the belief that you are likely to harm yourself.
- The **headspace** worker forms the belief that you are likely to harm another person.
- The **headspace** worker forms the belief that there is reason to suspect that a child (under 16) may be at risk of sexual, physical or emotional abuse, or neglect.
- The **headspace** worker forms the belief that you have committed a serious criminal act.
- For data collection (HAPPI) and training purpose (De-identified, meaning you are not able to be identified from the information given, unless you consent otherwise).
- For funding monitoring, complaint handling, planning evaluation, quality assurance such as accreditation and clinical audits and record management.
- For use by researchers working on approved research projects who may wish to approach you to consider participating in these projects
- Care planning e.g. clinical case review meetings, supervision and case conferencing.
- For legal related disclosure as required by law (e.g. subpoena, court order) or in connecting with legal proceedings advice.

2. Administration

For administration and billing purposes for the effective running of **headspace** Wagga and to comply with Medicare and Health Insurance Commission requirements.

The provision of quality health care requires a **headspace** worker-client relationship of trust and confidentiality. Consistent with our commitment to quality care, **headspace** Wagga has developed a policy to protect patient privacy in compliance with privacy legislation.