

Privacy Statement

Southcity GP Services complies with the *Privacy Amendment (Private Sector) Act 2000* and the *Health Records Act 2001 (Vic)*, and has developed a privacy policy that controls its handling of personal information.

Our privacy policy covers:

- What personal information is being collected.
- Who collects personal information.
- How personal information is used.
- To whom and under what circumstances personal information is disclosed.
- How personal information is stored.

In most circumstances, Southcity:

- Will only collect personal information about you with your consent unless it is legally required or authorised to do otherwise.
- Will collect your personal information directly from you where this is practical and possible.
- Will only collect personal information about you that is necessary and relevant to the purpose for which it is collected.
- Will only use your personal information for the purpose for which it is collected or for a directly related secondary purpose that you would reasonably expect your personal information to be used for (unless legally required or authorised to do otherwise).
- Will provide you with access to your personal information unless legally required or authorised to deny such access. An administration fee may be charged to process your request.
- Will only disclose your personal information to a third party with your consent, or where you could reasonably expect such disclosure, or where we are legally required or authorised to do so.
- Will take reasonable steps to keep your personal information complete, current and accurate.
- Will take reasonable steps to ensure personal information about you is kept secure

Your rights:

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E isemdgp@isemdgp.org.au

Inner South East Melbourne Division
of General Practice Limited trading as
Southcity GP Services
ACN 062 573 488
ABN 80 062 573 488

- You can request access to the personal information about you that we keep on record.
- If you believe that any personal information about you is incorrect or out of date, you are entitled to ask us to correct it.
- No fee is charged for requesting access to personal information about you we may have on record, however, we may charge you a reasonable cost for processing your request.

Southcity database:

- Southcity maintains a database which records information (including names, addresses, email addresses, phone numbers, provider numbers, etc.) about practices and individuals.
- The database is primarily used to provide mailing lists and record data to assist Southcity in devising and directing services and activities.
- Information collected for the database is used to provide services to members.
- The Southcity database will never be supplied to a third party, however mailing labels may be provided to not-for-profit organisations for the purpose of supplying information to members that Southcity judges to be important and beneficial. Organisations supplied with mailing labels will be required to make an undertaking not to use the information supplied for their own promotional purposes or to on-sell or forward the information to any other person or organisation for any purpose whatsoever.
- Southcity has signed an agreement with General Practice Divisions Victoria to provide GPs' details for the GP Register (GPR) hospital database. Access to the GPR is limited to Victorian hospitals and divisions for general practice and it may only be used by hospitals for the transmission to GPs of information about patients. It is not available for promotional purposes to commercial organisations.
- Contact details collected from participants in Southcity QA & CPD activities may be provided to activity sponsors only with participants' consent.

For further information about our privacy policy please ask to speak to our Privacy Officer.

Terry Murphy
 Informatics Manager,
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 C/o The Alfred,
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