

INFORM HEALTH PERSONAL INFORMATION PRIVACY AND CONFIDENTIALITY POLICY

Inform Health will at all times comply with the provisions of the Privacy Act 2020 and the Health Information Privacy Code 2020 in its management of client information. At all times, Inform Health will seek to uphold the client's privacy, confidentiality and legal privilege (where applicable).

Collection of personal information about a client

In order to provide services, Inform Health needs to collect personal information about the client.

1. The client acknowledges that the purpose of collecting this information is to assist Inform Health to provide services to the client.
2. Inform Health acknowledges that the client has the right of access to personal information collected by Inform Health.
3. Inform Health will also collect further personal information from the client in the course of delivering its services.
4. The client authorises Inform Health to destroy all records containing the client's personal information after a period of ten years following the last date services were provided to the client, as per the Health (Retention of Health Information) Regulations 1996.

Use of personal information

5. Inform Health will respect the confidential nature of a client's personal information, as per the Privacy Act 2020 and the Health Information Privacy Code 2020.
6. Inform Health will only use/disclose the client's personal information:
 - a. For the purposes of delivering services to the client;
 - b. Where Inform Health has the client's prior authorisation/consent to use or disclose the information;
 - c. Where Inform Health is required to disclose personal information by law.
7. Inform Health will inform the client of any privacy breach involving the client's personal information, and take all reasonable steps to prevent harm arising to the client from the breach. Where such a breach has caused, or is likely to cause serious harm to the client, Inform Health will also notify the Privacy Commissioner, in accordance with the Privacy Act 2020.

Consent to use of personal information

8. The client consents to and authorises Inform Health to use personal information to deliver services to the client.
9. The client consents to the disclosure of the client's personal information for the purposes of any proceedings before any Court or Tribunal or other judicial body, where Inform Health is required by law to give evidence despite any efforts to maintain client confidentiality.

Consent to the disclosure of personal information for the purposes of clinical supervision, audit and research

10. The client consents to and authorises any Inform Health clinician to disclose a client's personal information where this is incidental to that clinician's clinical supervision, provided that any personal information is disclosed to the clinical supervisor on a confidential basis and the client's identity is not disclosed.
11. The client consents to the use of the client's personal information for the purposes of any audit or review of Inform Health's services. Where Inform Health uses the client's personal information for these purposes, the client's identity will not be disclosed in any report on the audit or review.
12. The client consents to the use of the client's personal information for the purposes of research and to assist Inform Health with the refinement of its clinical services. Where Inform Health uses the client's personal information for these purposes, the client's identity will not be disclosed.

Reporting of ill treatment or neglect of a child or young person

13. Where Inform Health determines there is a risk of harm, ill-treatment, abuse, neglect or deprivation to any child or young person, Inform Health may notify Oranga Tamariki or the Police, pursuant to s.15, Oranga Tamariki Act 1989.

Client Name

Signature

Date

Inform Health Therapist Name

Signature

Date