



Privacy Policy for Management of Personal Information

This document describes the privacy policy of Indigo Psychology for managing clients' personal information. The psychological service provided is bound by the legal requirements of the Australian Privacy Principles set out in the Privacy Act 1988 (Cth).

Client information

Client files are held in electronic document management systems, accessible only to authorised employees or any authorised service provider following the practice's policies and procedures. The information on each file includes personal information such as name, address, contact phone numbers, medical history, and other personal information collected as part of providing the psychological service.

How clients' personal information is collected

A client's personal information is collected in several ways during psychological consultation with Indigo Psychology, including when the client provides information directly to Indigo Psychology using hardcopy forms, correspondence via email, when the client interacts directly with Indigo Psychology employees such as the receptionist, and when other health practitioners provide personal information to Indigo Psychology, via referrals, correspondence and medical reports.

Consequence of not providing personal information

If the client does not wish for their personal information to be collected in a way anticipated by this Privacy Policy, Indigo Psychology may not be able to provide the psychological service to the client. In some circumstances, clients may request to be anonymous or to use a pseudonym unless it is impracticable for Indigo Psychology to deal with the client or if Indigo Psychology is required or authorised by law to deal with identified individuals.

Purpose of holding personal information

A client's personal information is gathered and used to provide psychological services, which includes assessing, diagnosing and treating a client's presenting issue. The personal information is retained to document what happens during sessions, enabling the psychologist to provide a relevant and informed psychological service.

Disclosure of personal information

Client's personal information will remain confidential except when:

1. A court subpoenas it, or disclosure is otherwise required or authorised by law; or
2. Failure to disclose the information would, in the reasonable belief of Indigo Psychology, place a client or another person at serious risk to life, health or safety; or

3. The client's prior approval has been obtained to:

- 3.1. Provide a written report to another agency or professional, e.g., a GP or a lawyer; or
- 3.2. Discuss the material with another person, e.g. a parent, employer, health provider, or third-party funder; or
- 3.3. Disclose the information in another way; or
- 3.4. Disclose to another professional or agency (e.g., your GP) and disclose your personal information to that third party for a purpose directly related to the primary purpose for which your personal information was collected.

A client's personal information is not disclosed to overseas recipients unless the client consents or such disclosure is otherwise required by law. The client's personal information will not be used, sold, rented or disclosed for any other purpose.

If unauthorised access, disclosure or loss of a client's personal information occurs, Indigo Psychology will activate its data breach plan and use all reasonable endeavours to minimise any risk of consequential serious harm.

Requests for access and correction to client information

At any stage, clients may request to see and correct the personal information about them kept on file. The psychologist may discuss the contents with them and/or give them a copy, subject to the exceptions in the Privacy Act 1988 (Cth). If satisfied that personal information is inaccurate, out of date or incomplete, reasonable steps will be taken in the circumstances to ensure that this information is corrected. All requests by clients for access to or correction of personal information held about them should be lodged with the Principal Psychologist. These requests will be responded to in writing within 30 days, and an appointment will be made if necessary for clarification purposes.

Concerns

If clients have a concern about the management of their personal information, they may inform the Principal Psychologist. Upon request, they can obtain a copy of the Australian Privacy Principles, which describe their rights and how their personal information should be handled. Ultimately, if clients wish to lodge a formal complaint about the use of, disclosure of, or access to, their personal information, they may do so with the Office of the Australian Information Commissioner by phone on 1300 363 992, online at <http://www.oaic.gov.au/privacy/making-a-privacy-complaint> or by post to Office of the Australian Information Commissioner, GPO Box 5218, Sydney, NSW 2001.

Version Control

Version #	Detail	Purpose	Date
1.0	Privacy policy developed	To describe how Indigo Psychology will manage client's private information	October 2023