

Please read this information. It applies to **YOU**

From 21 December 2001, new legislation was put in place to regulate the way businesses can collect, store and use and share personal information.

The new legislation is being introduced by the Federal Government to provide members of the community with more control over the way their personal information is handled, and to protect it from misuse.

Carinya of Bicton collects and uses a great deal of information in its activities which is covered by the new Privacy Legislation.

This document will provide you with a guide to assist you when you are dealing with information, which is covered by the new privacy legislation. All Carinya of Bicton employees must familiarise themselves with the relevant aspects of this document and also Carinya of Bicton's Privacy Policy. It is important that you are aware of the Privacy Legislation and comply with Carinya of Bicton's Privacy Policy and the related privacy guidelines and procedures.

### *How does the new privacy legislation affect you in your job?*

#### **Information Collection**

Information that is collected falls into two areas, personal and sensitive information.

-*Personal information* is any general information, which can identify an individual. This can be a name, address, or telephone number.

-*Sensitive information* relates to information that is of a confidential nature and is not of a general nature.

Examples of sensitive information include:-

- Racial or ethnic origin
- Political memberships
- Religious belief or affiliation
- Health information
- Criminal record

Sensitive information requires specific consent from the individual before being collected, stored and used.

We are required to collect personal information in order to do our jobs. Consent is obtained at the pre-admission stage. This will generally cover the consent required to hold and use personal information.

If Carinya of Bicton needs to collect additional information following the time when initial consent was given, we must take certain steps to ensure that we do not breach the privacy legislation.

Carinya of Bicton must:-

1. Only collect personal information necessary to do the task.
2. Attempt to collect the information directly from the person
3. Let the person know we are collecting the information and advise them if that information will be shared with anyone else (e.g. Doctor). We must also let them know that they can access the information if they wish.
4. Let the individual know that we have collected information from another source.

After collecting any information on individuals, you must take reasonable steps to ensure the information is up to date.

**Sharing of Information**

The main point that you should understand is that Carinya of Bicton has very strict conditions in place to enable sharing of information of our residents and clients.

The steps to enable sharing can be found in Carinya of Bicton's Confidentiality policy and procedure in the Carinya of Bicton's Policy and Procedure Manual.

All staff are bound by the confidentiality affirmation you signed.

If you are unsure at any time, contact the Director of Nursing or her delegate.

**Security**

You must take every action necessary to ensure the safe storage and disposal of personal information. This covers both paper and electronic files.

If you have access to the Carinya of Bicton's computer network, you must not share your logon username and password with anyone else.

Information that is out of date should be disposed of in a secure manner. This includes phone messages and handwritten notes.

Each site should have access to a paper shredder or confidential information storage bin. Find out where these are on your site.

**Anonymity**

Individuals have the opportunity to not provide personal information in their dealings with Carinya of Bicton as long as it is not illegal or impractical to do so.

**Openness**

If someone has an enquiry about how Carinya of Bicton manages personal information, you can provide them with a copy of the Carinya of Bicton Privacy Brochure.

**Access**

Under the new privacy legislation, individuals have the right to access their personal information, but there are certain exceptions of this.

For example, we may choose to withhold information in any situation that involves legal proceedings or when providing the information may risk the welfare of any individual.

There are strict policies and procedures for individuals who wish to access their personal information. All requests must go to your Service Manager for assessment and action. A service fee will be applied in most circumstances.

The issue of Privacy of Information is a very important one in Carinya of Bicton is a complex area but you must take all steps to familiarise yourself with the procedures that are in place to assist you.

If you are ever unsure on matters relating to the personal information of our clients or residents, firstly refer to Carinya of Bicton's Policy and Procedures Manual, or the Director of Nursing or her delegate.