

PRACTICE:  
CORNERSTONE POLICY  
SECTION 1 INDICATOR 2  
HEALTH INFORMATION PRIVACY

<b>Purpose</b>	<p>This document outlines the policy related to the Privacy in line with the Privacy Act, which promotes and protects the privacy of information collected from and about an individual and the Health Information Privacy Code, which was established specifically for the management of information relating to health and disability support services such as general practice.</p> <p>There are two key concepts in the Health Information Privacy Code;</p> <ul style="list-style-type: none"> <li>• Purpose - Why?</li> <li>• Openness - advise</li> </ul>
<b>Scope</b>	All staff
<b>Policy</b>	The practice team members will understand comply with and implement the requirement of the Health Information Privacy Code 1994 and as outlined in this document which state the processes to be followed by the staff in handling health information.
<b>Management</b>	The practice will have a privacy officer who has received training and is aware of his/her responsibilities.
<b>Confidentiality</b>	This will be ensured by the use of the Privacy legislation and with duty of medical practitioners to maintain confidentiality, and by having signed confidentiality agreements with all staff and contractors.
<b>Management of Confidential Waste</b>	Confidential waste is shredded or disposed of in a secure bin by a recognized document destruction provider.
<b>Displaying of Poster</b>	A Health Information Privacy poster will be displayed in a prominent place on the waiting room notice board.
<b>Training</b>	<p>Privacy training may take the form of an external training session e.g. by the PHO, online training via the Privacy Commission website or an internal session preferably run by someone who has recently undertaken external training.</p> <p>Practice Manager will ensure that all staff have read and understood the Health Information Fact Sheet.</p> <p>As new staff are employed they will need to demonstrate that they have undertaken recent training relevant to general practice.</p> <p><u>Health 101</u> <a href="https://www.privacy.org.nz/further-resources/online-e-learning-privacy-modules/">https://www.privacy.org.nz/further-resources/online-e-learning-privacy-modules/</a></p>
<b>Brochures</b>	<p>A copy of <i>The Health Information Privacy Act</i> is to be held by the Privacy Officer for the practice.</p> <p>Good Privacy is Good Business <i>and</i> Health Information Check – up. <i>Available at no cost through the Privacy Commissioners Office 04 474-7590 / 0800 803-909.</i></p>
<b>Privacy Officer Responsibilities</b>	<p>Each team member is responsible for ensuring that s/he is up to date and trained in privacy issues.</p> <p>The responsibilities of the Privacy Officer include:</p> <ul style="list-style-type: none"> <li>• Ensuring that the practice has the required privacy policies and procedures up to date and stored in a readily accessible format.</li> <li>• Ensuring that all team members have read and understood the policies and</li> </ul>


- procedures and have updated their personal **training** record to that effect.
- Ensuring that the practice complies with the Privacy Act in relation to employees, and the Health Information Privacy Code in relation to patient information.
- Dealing with requests made to the practice about personal or employment information.
- Briefing the practice team on changes to practice processes
- Alerting the practice team to privacy complaints received and what will be done to prevent the same thing happening again.
- Up skilling the practice team on workshop information / case studies (i.e. providing training in practice team meetings).
- Overseeing the Orientation (privacy) process.
- Advising management about recommended training opportunities to up skill the practice team.
- Ensuring **training records** are up to date.
- Ensuring that the privacy **complaints** received are dealt with in the correct manner and working with the Privacy Commissioner or investigating officer should the need arise.
- Ensuring that there are clear guidelines on who can access patient information and that handling health information is done according to practice policies and procedures.

**12 Health Information Privacy Code Rules**

1. Only collect health information if you really need it.
2. Get it straight from the people concerned.
3. Tell them what you're going to do with it.
4. Be considerate when you're getting it.
5. Take care of it once you've got it.
6. People can see their health information if they want to.
7. They can correct it if it is wrong.
8. Make sure health information is correct before you use it.
9. Get rid of it when you've done with it.
10. Use it for the purpose you got it.
11. Only disclose it if you have a good reason.
12. Only assign unique identifiers when permitted

The practice will ensure all staff have read and understood the Health Information Privacy Fact Sheet.

Resource; [www.workplacehealth.co.nz](http://www.workplacehealth.co.nz)

Title: Health Information Privacy	Section 1 Indicator 2
	Date: 17 <sup>th</sup> November 2016
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Review Date	Signature
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