

# Privacy Policy

## Purpose

Dental Corporation is committed to adopting the highest standards to safeguard our staff members' (employees and contractors) and our patients' personal information. The purpose of this policy is to provide guidelines to assist our staff to understand their obligations regarding the privacy of information pertaining to the Company.

## Policy

We are required to collect personal information from all Dental Corporation employees. We use this information to:

- Employ staff and process payments
- Notify next of kin in the event of an accident

## Personal Information of Employees

It is our policy not to sell or pass on any personal information that employees may have provided unless we have the express consent of the person to do so. An exception to this is where Dental Corporation may be required by law to disclose certain information.

We will only share the information provided to us with people who need the personal information for the purposes specified above. The following are examples of when we will share such information:

- Nominated relatives
- Company insurance providers, any medical or rehabilitation providers and case managers
- Law enforcement agencies

## We will not provide information to:

- Agencies for the sole purpose of selling or providing unsolicited services that are not directly related to one's employment; and/or any person who may contact us requesting personal information.

## **Personal information of our patients**

The care of our patients is important to us. Consent from patients is required before any personal information may be collected or any information about patients is disclosed to other sources.

A request for information from any external party is preferred in the written form and should be addressed to the doctor concerned. This allows for the correct information to be collated and provides a record to be kept on file.

Staff need to be mindful when liaising with any third parties that they do not accidentally disclose personal information to others. The following examples are for guidance rather than being the only situations that this may occur:

- Not disclosing personal information, such as patients' health matters, treatments or finances to others in a public reception area.
- Speaking directly with patients that are over 18 years of age when calling either to book or reconfirm appointments and not discussing anything with any other person that may answer the patient's phone.

## **Contact**

Practice staff are welcome to discuss any concerns they may have regarding the handling of personal information with their Practice Principal or Practice Manager.

Members of our HR team are also available for consultation as appropriate.