

How can I access my information?

The Freedom of Information (FOI) Act 1982 and the Health Records Act 2001 gives you the right to ask for access to your medical record and personal information held by Peninsula Health.

- You will need to fill in a special application form.
- Fees may apply.
- If there is information in your record which is incorrect or you do not agree with it, you have the right to ask us to correct it.

Who do I contact?

To ask for an application form, phone:

9784 7599 or **9784 7624**

When you have filled in the form, post it to:

FOI Officer
Health Information Services
Frankston Hospital
PO Box 52
Frankston VIC 3199

Where can I find out more?

Go to these websites for information about information privacy.

www.dhs.vic.gov.au/corpres/privacy/index.htm

www.health.vic.gov.au/hsc

www.peninsulahealth.org.au

References

Freedom of Information Act 1982 (Vic)
Information Privacy Act 2000 (Vic)
Health Records Act (2001)
Mental Health Act (2014)
Department of Health and Human Services

Disclaimer: The information contained in this brochure is intended to support not replace discussion with your doctor or health care professionals.

Print Code: 12164 – April 2016
Authorising Department: Health Information Services

Peninsula Health
PO Box 52
Frankston Victoria 3199
Telephone (03) 9784 7777
www.peninsulahealth.org.au



Reviewed by
Consumers



Interpreter



Peninsula
Health

What happens to your information?

What happens to my information?

When you become a patient at Peninsula Health, a computerised record is made of your name, address, contact details, your condition and the outcomes of treatment.

We add new information to your medical record each time you attend a Peninsula Health service.

Your information may be included on clinical databases. Peninsula Health will also collect information about you from other health services as necessary. This information will be added to our records.

Why is this information needed?

We need to collect and keep up to date information to:

- Make sure each health care professional involved in your care has all the facts so they can help you the best they can.
- Help us quickly identify which treatments are likely to be safe and effective for you.
- Reduce the possibility of repeating tests that you have already had.
- Help us provide better health care by providing information for research and planning. If any of your information is used for research and planning, strict guidelines are followed. Information is only made available for Research projects approved by the Human Research Ethics Committee or for which we have your written consent.
- From time to time we contact patients regarding our community activities, hospital

developments and ways you can get involved. Please let us know if you do not wish to be contacted.

How is my information protected?

We are committed to protecting the confidentiality of your health information. Both paper-based and electronic information is stored securely.

Peninsula Health supports, promotes and complies with the standards set by the Health Records Act 2001 (Vic). The Act contains 11 Health Privacy Principles which are in place to protect personal information. Information can only be collected, used, stored, disclosed and disposed of according to these principles.

Who can access my information?

- All staff employed by Peninsula Health must keep your information confidential.
- Any Peninsula Health service that you attend may look at your information if it is needed for your treatment.
- As part of your ongoing care we may fax, post or electronically transfer information to your local doctor (nominated by you) about your admission to hospital or outpatient/community treatment.
- Other hospitals or health services may need to access your information to help them care for you (where possible with your consent or where required by law).
- If you have registered for a My Health Record your inpatient hospital admission discharge summaries (excluding emergency episodes) will be automatically uploaded.

- We respect your right to refuse information being passed on and for your discharge summaries to be sent to your My Health Record therefore, if you do not want this to occur you need to tell us on every admission. Please ask us for a Refusal to Release Information form.
- If you do not fill in this form, we will assume that you agree to the release of your information as explained in this brochure.

If you have any concerns about your information being shared, please speak to a member of your health care team.

Who can receive information about me?

In some circumstances, Peninsula Health is legally required to release personal information about you. Examples include:

- Presenting your medical record as evidence in court when subpoenaed (in case of legal action).
- Reporting notifiable diseases to the Department of Human Services (ones that must be reported).
- Reporting to appropriate Government Authorities (such as registration of births, deaths, diseases and treatment).
- Provisions made in the Mental Health Act 2014 for compulsory notification of a patient's carer, parent, guardian or nominated person during the course of compulsory treatment under the Act.
- Provisions made under Section 345 Disclosure of Health Information of the Mental Health Act 2014.