

Privacy Policy

Dated 1 July 2026

Introduction

This Privacy Policy is to provide information to you, our patient, on how your personal information (which includes your health information) is collected and used within our practice, and the circumstances in which we may share it with third parties.

Why and when your consent is necessary

When you register as a patient of our practice, you provide consent for Dr Shahidi and practice staff to access and use your personal information so they can provide you with the best possible healthcare. Only staff who need to see your personal information will have access to it. If we need to use your information for anything else, we will seek additional consent from you to do this.

Why do we collect, use, hold and share your personal information?

Our practice will need to collect your personal information to provide healthcare services to you. Our main purpose for collecting, using, holding and sharing your personal information is to manage your health. We also use it for directly related business activities, such as financial claims and payments, practice audits and accreditation, and business processes (eg staff training).

Retention of Health Information

Patient records are retained in accordance with Australian legal and professional requirements.

What personal information do we collect?

The information we will collect about you includes your:

- names, date of birth, addresses, contact details
- medical information including medical history, medications, allergies, adverse events, social history, family history and risk factors
- Medicare number (where available) for identification and claiming purposes
- healthcare identifiers
- health fund details.

Dealing with us anonymously

You have the right to deal with us anonymously or under a pseudonym unless it is impracticable for us to do so or unless we are required or authorised by law to only deal with identified individuals.

How do we collect your personal information?

Our practice may collect your personal information in several different ways.

1. When you make your first appointment our practice staff will collect your personal and demographic information via your registration.
2. During the course of providing medical services, we may collect further personal information.
3. We may also collect your personal information when you visit our website, send us an email or SMS, telephone us, make an online appointment or communicate with us using social media, video consultations, telephone consultations and electronic communications.
4. In some circumstances personal information may also be collected from other sources. Often this is because it is not practical or reasonable to collect it from you directly.

This may include information from:

- your guardian or responsible person
- other involved healthcare providers, such as specialists, allied health professionals, hospitals, community health services and pathology and diagnostic imaging services
- your health fund, Medicare, or the Department of Veterans' Affairs (as necessary).

Clinical Photography and Imaging

Clinical photographs, CT scans, imaging and other visual records may be collected as part of patient care. These form part of the medical record of each patient.

Image consent

Any marketing use of clinical photographs requires separate image consent by the patient which distinguishes clinical photography consent from any consent relating to educational, research or promotional use of photographs.

Patients can withdraw or decline non-clinical use of images before publication without affecting their care.

Website Analytics and Cookies

We may use Google Analytics, Google Ads, Meta Pixel or similar services.

When, why and with whom do we share your personal information?

We sometimes share your personal information:

- with third parties who work with our practice for business purposes, such as accreditation agencies or information technology providers – these third parties are required to comply with APPs and this policy
- with other healthcare providers
- when it is required or authorised by law (eg court subpoenas)
- when it is necessary to lessen or prevent a serious threat to a patient's life, health or safety or public health or safety, or it is impractical to obtain the patient's consent
- to assist in locating a missing person
- to establish, exercise or defend an equitable claim
- for the purpose of confidential dispute resolution process
- when there is a statutory requirement to share certain personal information (eg some diseases require mandatory notification)

Only people who need to access your information will be able to do so. Other than in the course of providing medical services or as otherwise described in this policy, our practice will not share personal information with any third party without your consent.

We will not share your personal information with anyone outside Australia (unless under exceptional circumstances that are permitted by law) without your consent.

Our practice will not use your personal information for marketing any of our goods or services directly to you without your express consent. If you do consent, you may opt out of direct marketing at any time by notifying our practice in writing.

Direct marketing will only occur where permitted by law and with the patient's express consent, and that consent can be withdrawn at any time.

Our practice may use your personal information to improve the quality of the services we offer to our patients through research and analysis of our patient data.

We may provide de-identified data to other organisations to improve population health outcomes. The information is secure, patients cannot be identified and the information is stored within Australia. You can let our reception staff know if you do not want your information included.

How do we store and protect your personal information?

Your personal information may be stored at our practice in various forms such as paper records, electronic records, audio recordings and visual records using secure cloud-based systems where applicable.

Our practice stores all personal information securely to protect personal information via electronic format using password protection, protection against unauthorised access, modification and disclosure using secure offices with security system monitoring and CCTV.

Our staff are bound by strict confidentiality requirements as a condition of employment regarding your medical records.

Data breach management

Our practice maintains procedure for responding to privacy incidents and will comply with applicable data breach notification requirements when a data breach is identified involving personal information and is likely to result in serious harm.

How can you access and correct your personal information at our practice?

You have the right to request access to your personal information.

Our practice acknowledges patients may request access to their medical records. We require you to put this request in writing to us by way of email and our practice will respond within 7 days and provide the information within 30 days. Our practice may charge the patient any associated postage where applicable to complying with the request.

You have the right to correct your personal information at our practice. Our practice will take reasonable steps to correct your personal information where the information is not accurate or up to date.

From time to time, we will ask you to verify that your personal information held by our practice is correct and current. You may also request that we correct or update your information, and you should make such requests in writing to info@drshahidi.com

How can you lodge a privacy-related complaint, and how will the complaint be handled at our practice?

We take complaints and concerns regarding privacy seriously.

You should express any privacy concerns you may have in writing by emailing the Complaints Officer at admin@drshahidi.com or by mail to the Complaints Officer, 1 Magney Street, Woollahra 2025 (Telephone 02 8080 0190).

We will attempt to resolve your concerns in accordance with our resolution procedure within 30 days.

You may also contact the OAIC. Generally, the OAIC will require you to give them time to respond before they will investigate. For further information visit www.oaic.gov.au or call the OAIC on 1300 363 992

Policy review statement

This policy will be reviewed at least annually to ensure it is in accordance with any changes that may occur.

This policy is available on our website drshahidi.com and at our practice – Dr Shahidi, 1 Magney Street, Woollahra 2025.

Date of Policy	Version	Review Date
1 July 2025	V 1	1 July 2026
1 July 2026	V2	1 July 2027