



## Privacy Policy & Consent

The following describes the Consent and Privacy Policy of Amber Psychology for the management of any client personal information. The psychological service provided is bound by the legal requirements of the Australian Privacy Principles set out in the Privacy Act 1988 (Ct).

### PSYCHOLOGICAL SERVICE

As part of providing our psychological service to you it may be necessary to collect and record personal information. The information gathered is part of our assessment, diagnosis and treatment. It enables your psychologist to provide a relevant and informed psychological service.

### CONFIDENTIALITY

All personal information gathered by the psychologist during the provision of the psychological service will remain confidential and secure except where:

1. It is subpoenaed by a court
2. Failure to disclose the information would place you or another person at serious and imminent risk

There may be times where, as part of the assessment and therapy process. It may be helpful for your psychologist to liaise with other people or agencies that are relevant to your goals. Additional consent forms will be requested in these instances. Please note that if you intend to claim rebates from Medicare or another organisation then your psychologist must provide summary reports to your referring specialist regarding your treatment progress. Under the Medicare scheme these reports will be sent to your GP or psychiatrist.

### HOW CLIENT INFORMATION IS COLLECTED

A client's personal information is collected in a number of ways before, during or after psychological consultation with Amber Psychology including: when the client provides information directly to Amber Psychology using hardcopy forms, correspondence via email or through Amber Psychology's website; when the client interacts directly with their psychologist and Amber Psychology employees; when other health practitioners provide personal information to Amber Psychology via referrals, correspondence and medical reports. Know that email communication between you and your Amber Psychology clinician will be kept confidential within the practice as a whole.

## REQUESTS FOR ACCESS AND CORRECTION TO CLIENT INFORMATION

At any stage clients may request to see and correct the personal information about them kept on file. The psychologist may discuss the contents with them and/or give them a copy, subject to the exceptions in the Privacy Act 1988 (ct.). If satisfied that personal information is inaccurate, out of date or incomplete, reasonable steps will be taken in the circumstances to ensure that this information is corrected. All requests by clients for access to or correction of personal information held about them should be lodged with Amber Psychology. These requests will be responded to in writing within 28 days, and an appointment will be made if necessary for clarification purposes.

