



Privacy and Procedure Policy

Privacy Policy

I commit myself to the highest standards of practice and will ensure that all information collected and stored by me is handled in line with the National Privacy Principles.

Procedure Policy

1. All computers used at the practice are password protected to ensure restricted access.
2. All client history and treatment sheets retained in hard copy form will be stored securely with only myself having access.
3. As part of a yearly audit process, the Australian Privacy Principles and Health Privacy Principles will be reviewed and updated.
4. A hard copy of the Australian Privacy Principles and Health Privacy Principles will be kept at the practice for reference.
5. I will ensure that any stakeholders that may be entitled to access client information (eg: health funds) have appropriate Privacy Procedures in place.
6. I will not discuss individual client medical history or treatment with any other person without the consent of the client in writing.
7. I will only collect information that is relevant to the provision of massage therapy or healing services and will not pass this information on to any third party unless there is a threat to the client's safety (such as medical emergency) or the safety of others or I am permitted or compelled by law to disclose client information (by way of a subpoena)

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