



East Keilor Dental
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OUR PRIVACY POLICY

(in accordance with the Victorian Health Records Act 2001 and Federal Privacy Act 1988)

East Keilor Dental respects your right to privacy. It is important that you understand the purpose for which we collect details about your health, as well as how this information is used within this practice and to whom this information might be disclosed.

This practice follows these procedures:

1. The information collected will be used for the purpose of providing suitable treatment to you of the highest quality. Personal information such as your name, address and health insurance details will be used for the purpose of addressing accounts to you as well as processing payments and writing to you about our services and any issues affecting your treatment.
2. It may be necessary to disclose your health information to other health care professionals, or require it from other health care professionals, if in our judgement it is necessary in the context of your treatment. Disclosure of your personal details will be minimised wherever possible.
3. Parts of your clinical records may be used for research and study purposes as a way to provide benefit to other patients or education to dental students. Your personal identity will not be disclosed without your express permission.
4. All of your treatment records and materials will be kept here. You may inspect or request copies of your treatment records at any time, or seek an explanation from your dentist. Fees will apply.

You can rest assured that any information gathered will be treated with the utmost care, security and confidentiality. Disclosure will not be made to any person not involved in your treatment or the administration of this practice without your prior consent. If you have any queries or concerns about our handling of your health information, please do not hesitate to inquire.

Sincerely,

East Keilor Dental