

Cindy Nutrition Privacy Policy June 2025

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 our Dietitian 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 (e.g., staff training).

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, social history, family history and risk factors
- Medicare number (where available) for identification and claiming purposes
- Healthcare identifiers

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 with our staff or via online booking, we will collect your personal and demographic information via your registration.

2. During the course of providing Dietetic 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, or telephone us, or communicate with us using social media.
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)

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 (e.g. 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 (e.g., 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 the 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.

We may use 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. E.g., as paper records, electronic records, visual records (videos and photos) and audio recordings.

Our practice stores all personal information securely.

Our appointment software Halaxy is operated from Melbourne, and data for Australian practitioners is stored within Australia in securely protected data centres with multiple backups in place. This data is protected by 256-bit bank grade security and encryption, meaning patient records, notes, and payment information are protected to the same level required by Australian banks.

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

You have the right to requires access to, and correction of, your personal information.

Our practice acknowledges patients may requires access to their medical records. We require you to put this requires in writing and our practice will respond within a reasonable time (1-2 business days).

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 such requests in writing to hello@cindynutrition.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. We will then attempt to resolve it in accordance with our resolution procedure.

Please contact us via email hello@cindynutrition.com or phone 0493 108 940. We aim to address your complaint within 2 business 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.

Privacy and our websites – use of cookies

Most commercial websites, including this website, use cookies. Cookies are pieces of information that websites send to the browser and are stored in the computer hard drive. Cookies are designed to make using the website easier by storing information about your preferences on the website. Cookies will not identify you personally. If you would prefer not to receive cookies, you can alter your security settings on your web browser to disable cookies or to warn you when cookies are being used. By disabling the 'cookie' function in your web browser you may impede your ability to use parts of the website.

Policy review statement

This privacy policy will be reviewed regularly to ensure it is in accordance with any changes that may occur. If and when this policy is amended, it will be updated here.