



Privacy Statement

InjuryNET's privacy policy sets out our commitment to both privacy and protection of personal information against misuse. We are committed to complying with all applicable privacy laws.

These laws include;

- The Privacy Act 1988, which incorporates the National Privacy Principles for the fair handling of personal information, as administered by the Office of the Federal Privacy Commissioner.
- The Victorian Health Records Act 2001, which incorporates the Victorian Health Privacy Principles.

What this means :

- We will be fair in the way we collect personal information: we will only collect personal information necessary for what we do.
- We will be open with what we do with personal information: it will only be used or disclosed in ways that are reasonable.
- We will be open about the personal information we hold: we will allow corrections should it be wrong.

Personal Information Handling Practices

When we collect information we will explain why we are collecting it, who we may share the information with and the consequences if the information is not provided to us.

Personal information is collected for the following purposes:

- To assist in managing client and business relationships.
- To perform Pre-placement Medical Assessments.
- To generate WorkCover medical certificates .
- To generate non-identifying statistical data.

Examples of the types of personal information InjuryNET collects are:

- Contact information such as name, address, telephone numbers and email address.
- Sensitive health information collected during a Pre-placement Medical such as medical history.
- Sensitive health information, complying with WorkCover procedures.
- Client specific information collected as required for development of specific practitioner networks.

Wherever possible, we will collect information directly rather than from third parties. We will do our best to advise if we collect information from a third party.

Online Privacy

- InjuryNET online uses 'cookies' to collect information about the use of its website. However, there is no personal information stored in the cookie. The contents are never shared with a third party.
- InjuryNET practitioner information is password protected for privacy and security.
- InjuryNET records the IP address of a user whenever they login to the site. Note that we do not keep historical data, only the IP address (and date) of the last time the user logged in.

Use of Personal Information

Pre-Placement Medical Information

Personal information collected during a Pre-placement Medical will be provided to the medical advisers from InjuryNET and to a prospective employer. Information given to an InjuryNET-trained practitioner during a Pre-placement Medical is given under implied consent, thus will be recorded as part of the Pre -placement Medical.

Medical Consultation Information

Personal information collected during a medical consult with an InjuryNET Practitioner may be used to comply with WorkCover procedures for managing an injury. Information given to an InjuryNET-trained practitioner during a consultation is given under implied consent thus will be recorded as part of the consultation.

Practitioner information is ONLY used for communication with workers, employers and insurers who access the InjuryNET Practitioner Network.

It may sometimes be necessary for InjuryNET to disclose information to third parties. However, this disclosure will only occur in the following circumstances:

- **With consent**
If personal information is to be used in a manner other than as outlined above, we will make every effort to obtain consent. Occasionally during the course of a Pre-placement Medical it is necessary to exchange information with a third party, such as a treating doctor. Consent for this exchange will be obtained during the Pre-placement Medical.
- **Where required by law**
In certain circumstances InjuryNET may be required by law to disclose personal information, for example, where disclosure is ordered by a Court, or subpoenaed in relation to third party litigation. We also reserve the right to choose to disclose information to law enforcement agencies in circumstances described in the National Privacy Principles and other applicable laws and regulations, including for the purpose of investigating alleged contraventions of the law.

Personal Information Access

InjuryNET respects the rights of its practitioners, clients and their employees to access their personal information in accordance with the National Privacy Principles, and as such they may request access. If the information held is incorrect we will invite you to provide us with the correct information.

InjuryNET reserves the right to charge a fee to cover the costs associated with providing access to personal information. InjuryNET will deal with a written request for access within 45 days of receipt of request or 7 days after payment of fee, whichever is later.

InjuryNET will take reasonable steps to make sure that the information collected, used or disclosed is accurate, complete and up-to-date. Periodically InjuryNET will contact practitioners to confirm the accuracy of the information held. If the information held is incorrect we will invite you to provide us with the correct information.

Storage

InjuryNET will provide secure storage for sensitive health information while the information is in InjuryNET's possession. InjuryNET will store pre-placement Medical records for not more than 90 days, after which the records will be forwarded to the relevant employer for ongoing storage. InjuryNET does not keep copies of Pre-placement Medicals. However, InjuryNET does keep Pre-placement Medical results on record.

If you have any questions or suggestions please contact us at privacy@injury.net.au.

This Privacy Statement may be updated from time to time.

Further copies of this Privacy Statement can be downloaded from our website at www.injury.net.au