

Privacy and Consent Statement

Melbourne Occupational Therapy Services is a health service provider that offers Therapy Services including the provision of Assistive Technology and Equipment. We are committed to respecting your privacy and wish to ensure that you are not only aware of our Privacy Policy but provide your informed permission for us to collect, use and disclose your personal information related to our service provision, for the purpose of ensuring the successful implementation of your treatment plan.

In the course of undertaking our functions and activities as stated above, it may be necessary to collect from and disclose to the following third parties your personal information (including sensitive information and health information related to your disability):

- Your nominated treating doctor and any other treating practitioner who, by agreement is deemed necessary to ensure the successful implementation of your treatment plan
- Referring agency
- Persons/organisations engaged or requested by Melbourne Occupational Therapy Services to ensure the successful implementation of our services plan

Except as stated above or as otherwise required or authorised by law, we will not collect, use or disclose your personal information to any other third party without your prior knowledge or consent.

Collection of your personal information is governed by the Privacy Act 1988 (amended by the *Privacy Amendment [Private Sector] Act 2000* and the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*) and/or with your consent. You are permitted to access your information held by us and should contact us on 0468 469 009 if you wish to do so or if you have any questions about the way we handle your personal information. If necessary personal information is not provided, we will be unable to ensure the successful implementation of your Service Agreement and therapy plan.