

PRIVACY MANAGEMENT POLICY

At Your Choice HomeCare (hereafter known as YCHC) we take privacy seriously and as such, have set a standard for all employees to adhere to. Our policy is in accordance with Privacy Commission (hereafter known as IPC) of New South Wales; available via Australian Government matter of record.

http://www.ipc.nsw.gov.au/privacy/ipc_index.html

Privacy can mean many things from the right to be left alone to the right to have some control over how your personal or health information is properly collected, stored, used or released.

Privacy legislation and health service providers

Private sector health services providers of any size in NSW are obligated to comply with the Health Records and Information Privacy Act 2002 and also the Cth Privacy Act 1988. For more information about these obligations, see private sector privacy.

http://www.ipc.nsw.gov.au/privacy/privacy_fortheprivatesector.html,c=y

Independent Commission Against Corruption Act 1988

Under this law we must not misuse information we have obtained in the course of doing our jobs.

As such, YCHC has available to any and all employees a document bin to be used for the disposal of all paperwork associated with clientele and brokerage organisations. Documents include care plans, rosters and other work related forms pertaining to clients and employees alike. This plan is a guarantee of service to our stakeholders of how we manage personal and health information. Because it is central to how we do business, we have simplified this process and made it readily accessible to all those employed within YCHC.