

PRIVACY & CONFIDENTIALITY

I am committed to protecting the privacy of all health and personal information that is collected and held.

My Privacy Policy ensures that you have access to information that is important to help you understand your rights and my obligations to comply with relevant laws that regulate:

- what personal information is collected
- who is collecting personal information
- how personal information is used
- to whom and under what circumstances personal information is disclosed
- how personal information is stored.

I will:

- only collect personal information about you and/or your baby with your consent
- collect your or your baby's personal information directly from you (where practicable)
- only collect personal information about you that is necessary and relevant to the care, treatment and advice provided to you and your baby
- only use your personal information or your baby's personal information for the purpose for which it is collected or for a directly related secondary purpose that you would expect your personal information to be used for (unless legally required or authorised to do otherwise)
- provide you with access to your personal information or your baby's personal information
- only disclose your personal information or your baby's personal information to a third party with your consent, or where you would reasonably expect such disclosure, or where we are legally required or authorised to do so
- take reasonable steps to keep your personal information and your baby's personal information complete, current and accurate
- take reasonable steps to ensure personal information about you and your baby is kept secure.

What information will be collected and held about you and your baby?

- Personal details
- Your health and previous pregnancy history
- Any significant family history
- Progress notes pertaining to the pregnancy, labour, birth, post natal period and your baby's care
- Correspondence to and from referring doctors or other healthcare providers
- Pathology and radiology reports.

Who will collect the information and have access to the health record at the practice?

- The midwife undertaking your care
- Practice Administrator

Who will you share my information with?

- If required, another midwife for consultation purposes
- The obstetrician with whom I have a Collaborative Agreement
- The hospital of choice for birth

Can I access/have a copy of my/my baby's healthcare record?

Yes, you can access either health record. You may request a copy, a healthcare summary or you may just want to review and discuss the content. It is best to discuss your situation with me and a decision can be made about the most appropriate access for you.

Can I change the information that is held in the record?

If you believe that the information in the record is incorrect please let me know immediately and steps will be taken to update it. Information related to assessment, opinion, treatment and advice cannot be deleted from the medical record but an addendum can be made to clarify any issues or difference of opinion.

The Australian College of Midwives (ACM) and the Australian Private Midwives Association (APMA) were consulted on and provided input into the development and content of this document.

MIGA thanks the ACM and APMA for their valuable assistance, guidance and contribution on behalf of midwives