



## **Privacy Policy**

### **1. Introduction**

Early Intervention Australia Pty Ltd (ABN: 92 672 231 766) is committed to protecting the privacy and confidentiality of personal information. This Privacy Policy outlines our practices regarding the collection, use, and disclosure of personal information in accordance with Australian standards and relevant medical regulations.

### **2. Collection of Personal Information**

We collect personal information necessary for providing early intervention services. This may include but is not limited to:

- Patient and guardian names, addresses, and contact details
- Medical history, including developmental and health information
- Billing and insurance information

We collect information directly from patients, their guardians, and healthcare professionals involved in the care.

### **3. Use of Personal Information**

Personal information is used for the primary purpose of providing early intervention services and related healthcare activities.

We may use personal information for administrative purposes, billing, quality improvement, and communication with patients and their guardians.

### **4. Disclosure of Personal Information**

Personal information may be disclosed to healthcare professionals directly involved in the patient's care.

We may disclose information for billing and administrative purposes to third-party service providers, in accordance with Australian standards.

We will not disclose personal information to third parties without consent, except as required by law.

### **5. Data Security**

We implement security measures to protect personal information from unauthorized access, disclosure, alteration, and destruction.

Access to personal information is restricted to authorized personnel who have a legitimate need for such information.

### **6. Data Retention**

We retain personal information for the period necessary to fulfill the purposes outlined in this Privacy Policy, or as required by applicable laws and regulations.

After the retention period, personal information will be securely disposed of in accordance with Australian standards.

### **7. Access and Correction**

Patients and their guardians have the right to access their personal information and request corrections.



Requests for access or correction should be submitted in writing to [info@earlyinterventionaustralia.com](mailto:info@earlyinterventionaustralia.com)

### **8. Compliance with Laws**

We comply with the Australian Privacy Principles (APPs) as outlined in the Privacy Act 1988 (Cth) and any relevant medical regulatory requirements.

Any breaches of privacy will be managed in accordance with applicable laws and regulations.

### **9. Updates to Privacy Policy**

We may update this Privacy Policy periodically. The latest version will be posted on our website.

### **10. Contact Information**

For questions or concerns regarding this Privacy Policy, contact our Privacy Officer at [info@earlyinterventionaustralia.com](mailto:info@earlyinterventionaustralia.com)

By accessing and using our services, you agree to the terms outlined in this Privacy Policy.

**Policy Effective From: 18<sup>th</sup> October 2023**

**Review Date: 1<sup>st</sup> July 2024**