

DR ALLAN SHAFER

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Policy for Management of Personal Information

This document describes the policy of Dr Allan Shafer for the management of clients' information. The psychological service provided is bound by the legal requirements of the National Privacy Principles from the Privacy Amendment (Private Sector) Act 2000.

Client Information

Client files are held in a secure filing cabinet that is accessible only by Dr Shafer. The information on each file includes personal information such as name, address, contact phone numbers, and other information that is relevant to the psychological service being provided.

Purpose of holding information

The information is gathered as part of the assessment, diagnosis and treatment and is seen only by Dr Shafer. The information is retained in order to document briefly what happens during sessions, and enables the Clinical Psychologist to provide a relevant and informed psychological service.

Requests for access to client information

At any stage clients may request to see the information about them kept on file. By law, the Clinical Psychologist may discuss the contents with clients and/or give them a copy. All requests by clients for access to information held about them should be lodged with Dr Shafer in writing. These requests will be responded to within 7 days and an appointment will be made if necessary for clarification purposes.

Concerns

If you have a concern about the management of your personal information, please inform Dr Shafer. Upon request you can obtain a copy of the National Privacy Principles, which describe your rights and how your information should be handled. Ultimately, if you wish to lodge a formal complaint about the use of, or access to, your personal information, you may do so with the Office of the Federal Privacy Commissioner on 1300 363 992, or GPO Box 5218, Sydney, NSW 1042.