



## Bay Village Medical Centre Privacy Policy

Current as of: April 2026 Version 1

The objective of this document is to provide you, our patient, with clear information on how your personal information is collected and used within the practice. Occasionally we also need to share your personal information to involve others in your healthcare and this policy outlines when, how, and why we share your information.

### 1. Who can I contact about this policy?

For enquiries concerning this policy, you can contact **Practice Manager at Bay Village Medical centre**. Email: [hgewin@bayvillagemedical.com.au](mailto:hgewin@bayvillagemedical.com.au)

### 2. When and why is your consent necessary?

When you register as a patient of this practice, you provide consent for the GPs and practice staff to access and use your personal information to facilitate the delivery of healthcare. Access to your personal information is restricted to practice team members who require it for your care. If we ever use your personal information for purposes other than outlined in this document, we will obtain additional consent from you.

It is important to us that as our patient, you understand why we collect and use your personal information.

By acknowledging this Privacy Policy you consent to us collecting, holding, using, retaining and disclosing your personal information in the manners described below.

### 3. Why do we collect, use, store, and share your personal information?

The practice collects, uses, stores, and shares your personal information primarily to manage your health safely and effectively. This includes providing healthcare services, managing medical records, and ensuring accurate billing and payments. Additionally, we may utilise your information for internal quality and safety improvement processes such as practice audits, accreditation purposes, and staff training to maintain high-quality service standards.

### 4. What personal information is collected?

The information we will collect about you includes your:

- names, date of birth, addresses, contact details
- medical information including medical history, medicines, allergies, and adverse reactions immunisations, social history, family history and risk factors
- Medicare number (where available) for identification and claiming purposes
- healthcare identifier numbers
- health fund details.

### 5. Can you deal with us anonymously?

You can deal with us anonymously or under a pseudonym unless it is impracticable for us to do so or unless we are required or authorised by law to only deal with identified individuals.



## 6. How is personal information collected?

The practice may collect your personal information in several different ways:

When you make your first appointment, the practice team will collect your personal and demographic information via your registration.

The collection statement is incorporated within the patient registration form to ensure patients are fully informed about the personal and health information we collect, the reasons we collect it, and how it will be used. This statement outlines our obligations under the Privacy Act 1988 and the Australian Privacy Principles, and explains how patient information is stored, accessed, and protected. It also advises patients of their rights, including how they may request access to their records, seek corrections, or raise concerns about privacy. By presenting this information at the time of registration, we ensure patients can make informed decisions about their care and understand how their information will be managed throughout their relationship with the practice.

We may also collect your personal information when you visit our website, send us an email or SMS, telephone us, make an online appointment, or communicate with us using social media.

In some circumstances, personal information may also be collected from other sources, including:

- Your guardian or responsible person.
- Other involved healthcare providers, such as specialists, allied health professionals, hospitals, community health services, and pathology and diagnostic imaging services.
- Medicare, Centrelink Concession cards or the Department of Veterans' Affairs (if relevant).
- While providing medical services, further personal information may be collected via:
  - electronic prescribing
  - My Health Record
  - online appointments through registering with our Auto-Med service.

Various types of images may be collected and used, including:

- **CCTV footage:** Collected from our security cameras outside of our premises for security and safety purpose
- **Photos and medical images:** These can be taken using personal devices for medical purposes, following the guidelines outlined in our guide on using personal devices for medical images.



## 7. When, why and with whom do we share your personal information?

We sometimes share your personal information:

- with third parties for business purposes, such as accreditation agencies or information technology providers – these third parties are required to comply with APPs and this policy
- with other healthcare providers (e.g. In referral letters)
- when it is required or authorised by law (e.g. court subpoenas)
- when it is necessary to lessen or prevent a serious threat to a patient's life, health or safety or public health or safety, or it is impractical to obtain the patient's consent
- to assist in locating a missing person
- to establish, exercise or defend an equitable claim
- for the purpose of confidential dispute resolution process
- When it is a statutory requirement to share certain personal information (e.g. some diseases require mandatory notification)
- When it is provision of medical services, through electronic prescribing, My Health Record (e.g. via Shared Health Summary, Event Summary).

Only people who need to access your personal information will be able to do so. Other than providing medical services or as otherwise described in this policy, the practice will not share personal information with any third party without your consent.

We do not share your personal information with anyone outside Australia (unless under exceptional circumstances that are permitted by law) without your consent.

## 8. Will your information be used for marketing purposes?

The practice will not use your personal information for marketing any goods or services directly to you without your express consent. If you do consent, you may opt out of direct marketing at any time by notifying the practice in writing.

## 9. How is your information used to improve services?

The practice may use your personal information to improve the quality of the services offered to patients through research, analysis of patient data for quality improvement and for training activities with the practice team

We may provide de-identified data to other organisations to improve population health outcomes. If we provide this information to other organisations patients cannot be identified from the information we share, the information is secure and is stored within Australia. You can let reception staff know if you do not want your de-identified information included.

At times, general practices are approached by research teams to recruit eligible patients into specific studies which require access to identifiable information. You may be approached by a member of our practice team to participate in research.

Researchers will not approach you directly without your express consent having been provided to the practice. If you provide consent, you would then receive specific information on the research project and how your personal health information will be used, at which point you can decide to participate or not participate in the research project



## 10. How are document automation technologies used?

Document automation is where systems use existing data to generate electronic documents relating to medical conditions and healthcare.

The practice uses document automation technologies to create documents such as referrals, which are sent to other healthcare providers. These documents contain only your relevant medical information.

These document automation technologies are used through secure medical software Best Practice clinical software is used by the practice.

All users of the medical software have their own unique user credentials and password and can only access information that is relevant to their role in the practice team.

The practice complies with the Australian privacy legislation and APPs to protect your information.

All data, both electronic and paper are stored and managed in accordance with the Royal Australian College of General Practitioners [Privacy and managing health information guidance](#).

## 11. How are Artificial Intelligence (AI) Scribes used?

The practice uses an AI scribe tool to support GPs take notes during their consultations with you. The AI scribe uses an audio recording of your consultation to generate a clinical note for your health record. The practice AI scribe service is the full name of the software is Lyrebird Health and Heidi — the companies behind the clinical scribing tools commonly referred to as Lyrebird or Lyrebird Scribe. It is marketed as an AI Medical Scribe integrated with platforms with clinical software Best Practice. Heidi Health – AI Medical Scribe and Clinical Documentation Platform

- does/does not share information outside of Australia
- destroys/stores the audio file once the transcription is complete.
- removes/retains sensitive, personal identifying information as part of the transcription the practice will only use data from our digital scribe service to provide healthcare to you..

How your information is used

- Audio from your consultation may be processed in real time to generate clinical notes for your doctor.
- The doctor reviews and approves all notes before they are added to your medical record.
- No clinical decisions are made by the software.
- Your information is handled in accordance with Australian Privacy Principles and NSW Health privacy legislation.

Your rights

- You may opt out at any time.
- Opting out will not affect your care.
- If you choose to opt out, your consultation will be documented manually by your doctor.

Consent

By continuing with your consultation, you acknowledge that you have read this information and consent to the use of AI scribing technology as described.

If you prefer not to participate, please inform reception or your doctor.



## 12. How is your personal information stored and protected?

Your personal information may be stored in various forms.

The practice stores all personal information securely. And is protected such as electronic format, in protected information systems in a secured environment.

Password protected, secured office areas and signed confidentiality agreements for staff and contractors. Staff training in secure and confidentiality and the importance of protecting all patient information and medical health records.

CCTV information includes our external cameras for security for the building.

## 13. How can you access and correct your personal information at the practice?

You have the right to request access to, and correction of, your personal information.

The practice acknowledges patients may request access to their medical records.

Our practice is committed to ensuring your personal health information is accurate, secure, and accessible to you.

### Access and Correction of Your Information

- You may request access to your personal health information or ask for corrections if you believe any details are inaccurate or incomplete.
- The practice will respond to all requests within a reasonable timeframe, in line with our internal policy for processing patient access and amendment requests.

### Transferring Your Care

- If you are moving to another doctor or medical practice, we will provide a Full Health Summary to your new provider free of charge.
- If you require a copy of your full medical record, a fee applies to cover the administrative time involved.
- This can be arranged at the time you submit your transfer request.

The practice will take reasonable steps to correct your personal information where the information is not accurate or up to date. Sometimes, we will ask you to verify your personal information held by the practice is correct and current. You may request we correct or update your information. To do this please contact the receptionists or the practice manager, [faxes@bayvillagemedical.com.au](mailto:faxes@bayvillagemedical.com.au).

## 14. How can you lodge a privacy-related complaint, and how will the complaint be handled at the practice?

We take complaints and concerns regarding privacy seriously. You should express any privacy concerns you may have. We will then attempt to resolve it in accordance with the resolution procedure. Address your complaint to the Practice Manager via email: [hgewin@bayvillagemedical.com.au](mailto:hgewin@bayvillagemedical.com.au) Contact Practice Manager 02 43343222. We usually like to attend to these matters as soon as possible to avoid any extra stress to the situation, and have a turn around time of one week.

If you do not feel we have resolved your issue You may also contact the Office of the Australian Information Commissioner. The Office of the Australian Information Commissioner will require you to give them time to respond before they investigate. For further information visit [www.oaic.gov.au](http://www.oaic.gov.au) or call the OAIC (Office of the Australian Information Commissioner) on 1300 363 992. Or HCCC Health and Community Services Complaints Commissioner NSW Toll free 1800 043 159 Bus Hours: 9am to 5pm Monday to Friday – Email: [hccc@hccc.nsw.gov.au](mailto:hccc@hccc.nsw.gov.au)

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## 15. How is privacy on the website maintained?



At Bay Village Medical Centre, any personal information you share with us through website, email, and social media, is handled securely and confidentially. This practice uses analytics and cookies.

## Collection of Personal Information Through Our Website and Digital Platforms

When you interact with our practice online—such as through our website, email, or social media—some personal information may be collected to help us provide services and improve your experience.

This may include information you enter into online forms, messages you send to us, and technical data such as your IP address, browser type, and pages viewed.

The practice uses Auto -Med for the online appointments, reminder's system for appointment coming up, and promotional links maybe sent for My Medicare Registrations and recalls for you to make an appointment to follow up results with your doctor. Other reminders might be for Flu Clinics. If you are ever unsure about the links sent to you please feel free to phone reception 0243343222 and confirm the authenticity of the SMS message sent before clicking on the link.

Our website may use cookies and analytics tools to monitor website performance and understand how visitors use our site. You can adjust your browser settings to refuse cookies if you prefer. Any information collected digitally is handled in accordance with Australian Privacy Principles and our practice privacy policy.

## **16. Policy review statement**

Our privacy policy is regularly reviewed to ensure compliance with current obligations.

If any changes are made:

- They will be reflected on the website.
- Significant changes may be communicated directly to patients via email or other means.

Please check the policy periodically for updates. If you have any questions, feel free to contact us.