

## **PRIVACY STATEMENT**

### **Work Health Safety Matters Commitment to Privacy**

Work Health Safety Matters is committed to protecting your privacy. Under both the Privacy and Personal Information Act 1988 – No. 119 of 1988 as amended on 12 March 2014 and the Privacy Amendment (Enhancing Private Protection) Act 2012, Work Health Safety Matters will take all reasonable steps to ensure that the collection, use, disclosure and handling of your information complies with the law and will abide by the 13 Australian Privacy Principles.

### **Why do we require your personal information?**

The personal information collected and maintained by Work Health Safety Matters comprises of your name, address and contact details. We also collect sensitive information which includes information specific to your injury health and to the services being provided to you, during this period photographs may be taken to aid in the visual content of our final report. We require your written consent to collect this information. The primary purpose of collecting your information is to provide you with rehabilitation services and to provide a rehabilitation report.

### **Use and disclosure of your personal information**

To effectively assist you, we collect and disclose information to your insurer, employer and any other parties associated with your claim. Your private information will not be disclosed to anybody other than for its intended purpose or for administration purposes. In exceptional circumstances such as legal reasons, serious threat to life or the health and safety of an individual your personal information may be disclosed. From time to time we may also be obliged to provide WorkCover NSW or Comcare with information from your file.

### **Data security, storage and maintenance**

Work Health Safety Matters ensures that your personal information is securely stored and is only accessible to authorised personnel.

### **Changes to this Privacy Statement**

It may be necessary for us to review and revise our Privacy Statement from time to time. When this occurs an amended version will be posted on our website at [www.whsm.com.au](http://www.whsm.com.au).

### **Contact Us**

If you would like any further information, or have any queries, problems or complaints in relation to this Privacy Statement or our information handling practices in general, please contact us at [Office@whsm.com.au](mailto:Office@whsm.com.au).