

# Privacy Policy

## 1. Your privacy is important to us.

Bespoke Pathology Pty Limited trading as TissuPath (TissuPath) has created this Privacy Policy and Disclosure Statement (together referred to as 'this Privacy Policy') in order to demonstrate its firm commitment to privacy.

TissuPath is bound by the National Privacy Principles.

TissuPath reserves the right to modify this Privacy Policy at any time. If it is changed, the changes will be posted on TissuPath's website so that you are always aware of the sort of information collected, how the information may be used, and under what circumstances it may be disclosed by TissuPath.

If at any time TissuPath is required by law to release information about you, TissuPath must cooperate fully.

Please note that a separate Privacy Policy and Disclosure Statement has been created for on-line visits to our website.

## 2. What sort of information does TissuPath collect?

TissuPath collects personal information about you ('the Information') to be able to provide you and your referring doctor with reliable results and advice.

We collect the information in the following ways:

- From you, the patient, at the time your pathology referral is written out by the referring doctor
- From the referring doctor and their staff
- Other health service providers including hospitals, clinics and other pathology services
- Our own internal records
- Health insurers
- Government instrumentalities such as Medicare, DVA, TAC and WorkCover

### **3. How is your information used by TissuPath?**

TissuPath collects the Information to provide you with a specialist medical service.

We may use the Information you provide us to:

- Link pathology reports to individuals and their referring healthcare providers
- Ensure appropriate testing of collected specimens, with accurate diagnosis and interpretation of results
- Seek confirmation or to fulfill testing requirements from third parties where appropriate
- Allow billing to the patient individually or through their health insurer or funder
- Fulfill our obligations under regulatory and public health requirements

### **4. Who does TissuPath disclose personal information to?**

TissuPath will not sell, rent, trade or otherwise supply to third parties any personal information obtained from you.

Information is used for producing results and advice and providing this information to your referring health provider.

During the course of our pathological review, information may be disclosed to another provider for purposes of getting a second opinion or, where additional testing is required, the test together with associated information may be referred to another laboratory.

TissuPath will meet its statutory reporting obligations of test results to registries .e.g.the Victorian Cancer Registry.

### **5. How will TissuPath keep your personal information secure?**

TissuPath has security measures designed to protect against the loss, misuse and/or alteration of the Information under its control. These security measures include:

- Firewalls – to prevent the hacking of our database.
- Clauses in employee agreements requiring confidentiality
- Appropriate security access to TissuPath premises.
- The use of passwords for access to database information and the use of security levels within the database to ensure that staff only access the information required to perform their duties.

- Security bins and shredders for the disposal of written information

## **6. Accessing your information and results**

TissuPath gives you the following options for accessing and modifying Information previously provided:

- You may look at the Information and talk through the contents with their health service provider or one of our reporting Pathologist;
- You are entitled to see your records and change them to ensure that the information they contain is up to date, accurate and complete;
- Obtain a copy of the Information (for example, a photocopy in the case of paper records,) or take notes on the content; or
- Obtain a print-out of the Information if it is stored electronically, or be provided with an electronic copy of the Information.

You may gain access to Information that Tissupath has collected about you, by contacting the person named below. We will not charge you for responding to such a request

## **7. Contacting TissuPath:**

If you have any questions or complaints about this Privacy Policy, you should contact:

The Managing Pathologist  
Tissupath  
P O Box 5225  
Pinewood Vic 3149  
T 03 9543 6111  
F 03 9543 6777  
E: [info@tissupath.com.au](mailto:info@tissupath.com.au)