

Privacy Policy

Mosaic Early Intervention is complies with and is bound to the Privacy Act 1988 and Privacy Regulation 2013, as well as all other applicable privacy laws, acts and regulations. This document provides information pertaining to the manner in which Mosaic Early Intervention may collect, store, use, and disclose personal and clinical information.

Reason for Collection of Personal and Clinical Information

Mosaic Early Intervention collects personal and clinical information for, but not limited to the following purposes:

- To assess, record, improve, and maintain the individual's health, safety, and personal independence.
- In order to ensure the individual accesses the contracted services provided by Mosaic Early Intervention.
- In order to provide therapeutic support toward treatment of an individual's disability.
- In order to monitor and review an individual for the purpose of monitoring, management, and funding of services.

Collection and Storage of Information

Mosaic Early Intervention will collect personal information and sensitive or clinical information prior to the commencement of services and throughout service provision, where necessary. Mosaic Early Intervention will collect information pertaining to but not limited to:

- Basic demographic information
- Clinical information
 - Diagnoses
 - Medical information
 - Prior services and assessments
 - Video recording for specific purposes
 - Behaviour specific data
 - Other relevant information as required, and with appropriate consent provided, from time to time

Personal information that is obtained from third parties or someone other than yourself will only be attained after consent has been provided, or if required or authorised by law, or if it is unreasonable or impractical to obtain the information directly from yourself.

Use and Disclosure of Information

Use and disclosure of personal and clinical information collected by Mosaic Early Intervention is for the primary purpose for which the information was collected. Disclosure of personal and clinical information will be shared internally or with external third-party health or education professionals

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Mosaic Early Intervention

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only when prior consent has been obtained. Disclosure of information without consent only occurs in the event of requirement or authorisation by the law.

Storage of Information

Mosaic Early Intervention takes several measures to ensure secure storage of records and information is maintained. The following measures are used for storage of information:

- 2 – step password verification for storage of electronic information and records
- Paper copies of documents are stored in locked filing cabinets (paper copies are only used when absolutely necessary).
- Documents that require transportation from the office to other settings (e.g., home or childcare setting) are transported in a de-identified format and are not left unattended in a car.

Client Access of Personal and Clinical Information

Everyone has a right to access and request changes to their personal information that may be inaccurate, out of date or incomplete. Request for changes to personal or clinical information, may be made by the individual, or someone who is authorised to do so on the individual's behalf. The individual requesting for the change is required to provide proof of identification prior to the request being processed. Depending on the complexity of the request, the information may not be provided immediately, however access will be provided within a reasonable timeframe.

Contact

Mosaic Early Intervention welcomes your questions and comments regarding our privacy policy. Should you have any questions about this privacy policy, please do not hesitate to contact us at info@mosaicearlyintervention.com or visit our 'contact us' page to complete a contact form.

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