

Privacy Policy – Electronic Storage

Mosaic Early Intervention 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, throughout service provision, and following enrolment where necessary. Mosaic Early Intervention will collect personal information and sensitive or clinical information throughout the period of service delivery and following enrolment. 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 the appropriate 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 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



Date of Issue: January 2022

Date of Review: January 2023

Issue #2

Signed: 

Office 1, 23-29 Gray Street,
Sutherland NSW 2232

0403 944 303

admin@mosaicearlyintervention.com

internally or with external third-party health or education professionals only when prior consent has been obtained from you or an authorised person. 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, Mosaic Early Intervention aims for paperless storage of documents to further protect the safety and security of information).
- 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.
- All Mosaic Early Intervention electronic devices have up to date and regularly updated anti-virus and Internet security systems.
- Mosaic Early Intervention has sought and continues to receive advice from a third-party IT service to ensure devices and electronic storage systems are secure and the best method of information storage is used.

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.



Date of Issue: January 2022

Signed: 

Office 1, 23-29 Gray Street,
Sutherland NSW 2232



Date of Review: January 2023

0403 944 303



Issue #2

admin@mosaicearlyintervention.com