



My Mind Matters

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My Mind Matters :: Personal and Health Information Collection Statement

My Mind Matters is an independent practice under the ownership of **Lynda Lane** [ABN: 49 981 034 802]

You may contact **My Mind Matters** by writing to **Lynda Lane** at **My Mind Matters PO Box 2882 Griffith East, Griffith NSW 2680**, by emailing lynda.lane@mymindmatters.com.au or by calling **Lynda Lane** on **0476 003 603**. You have the right to gain access to the information held by **Lynda Lane** at **My Mind Matters** about you.

Our Privacy Policy (available upon request) contains information on how you may request access to, and correction of, your personal information and how you may complain about a breach of your privacy and how we will deal with such a complaint.

My Mind Matters needs to collect information about you for the primary purpose of providing quality treatment. In order to fully assess, diagnose and treat you, we need to collect some personal information from you. This information will also be used for the administrative purposes of running the practice such as billing you or through an insurer or compensation agency. Information will be used within the practice for handover if another practitioner provides you with assistance.

My Mind Matters may disclose information regarding diagnosis or treatment to your Doctor or other treatment providers only with your consent. In the case of insurance or compensation claims, it may be necessary to disclose information and/or collect information that affects your treatment and return to work. **My Mind Matters** will not disclose your information to commercial companies, however specific service or product information as deemed suitable for your management, may be forwarded to you by us, unless you instruct **My Mind Matters** not to forward this type of information. Your written consent will be obtained at the start of your treatment in order to carry out the above activities. We do not disclose your personal information to overseas recipients.

Information at **My Mind Matters** is stored securely and only practice staff has access to it. **My Mind Matters** takes all reasonable steps to ensure that information collected about you is accurate, complete and up-to-date. You may have access to your information on request and if you believe that any of the information is inaccurate we may be able to amend it accordingly. If you do not provide relevant personal or health information, in part or in full, to **My Mind Matters** it may result in incomplete assessment. This may impact on the diagnosis and the following therapy that is provided. Any concerns that you may have about this statement or about your management can be directed to **My Mind Matters**.