

PRIVACY POLICY

Pro-Fit Corporate Health's ('the company') aim is to assess the health risks of our clients, educate them to make healthier lifestyle choices and provide ongoing health information and support. The company's business involves collecting data about the health of individuals and using the aggregated data to recommend and design strategies to improve their health. The company recognises the absolute requirement for the protection and privacy of the health data collected, and that a reduction of unwanted communication is in the interest of the company and the client. The company complies with the National Privacy Principles extracted from the Privacy Amendment (Private Sector) Act 2000.

1. DATA COLLECTION

The data collected by the company is sourced from individuals during health assessments, online and paper based questionnaires and through the Pro-Fit Corporate Health Online Member's Area. All information collected, either in paper, electronic or verbal format is subject to the company's stringent confidentiality requirements and is held in confidence by all participating health professionals and supporting staff.

2. USE OF INDIVIDUAL DATA

All information collected is solely for the use or the purpose for which the data was captured. The company believes the collection of such personal information is fair and lawful to enable the management of individual or organisational health risks as requested.

1. Individual assessment findings are reported solely to the individual.
2. Health information obtained through the Online Member's Area, paper based and online questionnaires are reported solely to the individual.
3. Information obtained verbally, online or in writing through Health Coaching via telephone or face to face remains confidential and will be privileged information between the "Health Consultant" and individual.
4. Aggregated data for company reports have no reference to individual employees and include statistical data only. If an individual report is requested, then the requesting company will get written permission from all participants that such a report can be generated and supplied for future workplace management and enhancement.

3. DATA QUALITY

The company is committed to data being complete, accurate and up-to-date. All reasonable steps are taken to ensure this.

4. DATA SECURITY

The company takes all reasonable steps to protect the personal and sensitive information it holds from misuse and loss, and from unauthorised access modification or disclosure. The company operates a secure information technology environment with password protection and operational control. The company's premises are electronically secured and all employees sign confidentiality contracts.

5. PERSONAL INFORMATION

The company abides by the National Privacy Principles extracted from the Privacy Amendment (Private Sector) Act 2000 in relation to the personal information it obtains and retains. Specifically:

1. Personal information is held as given by an individual in a questionnaire or consultation process
2. Personal information is stored and used for the sole purpose of accessing and managing an individual's current and future health risks.

6. ACCESS AND CORRECTION

The company is happy to discuss and correct any individual information that is held by us where an individual advises the information is incorrect.

1. An individual can, by notice in writing, request a mutually convenient time to gain access to personal information that may be held by the company.

2. An individual can lodge a complaint with the company in writing as to the correctness of such information. Any request or complaint should be addressed to Pro-Fit Corporate Health, PO Box 504, Mawson, ACT, 2904.

7. IDENTIFIERS

The company does not adopt, use or disclose any identifiers assigned by a Commonwealth Government agency.

8. ANONYMITY

The company will give individuals dealing with the company the option to interact anonymously whenever it is lawful and practical to do so.

9. SENSITIVE INFORMATION

The company collects sensitive information from individuals with their written consent only, or as required by law for public health and national interest purposes.

10. COMPLAINTS

If you have a complaint based on a breach of Pro-Fit Corporate Health's Privacy Statement and/or the National Privacy Principles you may contact Pro-Fit Corporate Health head office on Ph: 02 62915902 to register your complaint.

All complaints will be investigated and you will be contacted in due course on the outcome.

CONTACT US

You may contact us with regards to any issue regarding Pro-Fit Corporate Health's Privacy Policy via:

Phone – 02 62915902

Fax – 02 62912833

Mail - PO Box 504, Mawson, ACT, 2904

Email – info@pfcorporatehealth.com