

PRIVACY & CONFIDENTIALITY

NADA members and users of NADAbase will generally be required to comply with the National Privacy Act including 10 National Principles (1988–revised 2011) and the NSW Health Records and Information Privacy (HRIP) Act (2002). These Acts outline the responsibilities the organisation has regarding collection, use, and security of data.

All data reported to government agencies are de-identified, meaning the information has been stripped of personal details. This makes it impossible to trace the data back to a specific person.



KEEP YOUR CLIENT INFORMED

The following are appropriate steps to ensure clients are informed of the data being collected, and their rights to their personal information:

- Inform the client **why you are collecting this information**
- Assure the client that the **relevant Acts will protect** their health information
- Inform the client that they are **entitled to access their information** according to organisational policies
- Inform your client that they are entitled to **make a complaint** about handling personal information and privacy
- Explain to the client that their personal information will be given to another person **only if it is legally and ethically justified**
- Explain that de-identified information **may be used in service and sector-wide planning, reporting, or research activities**