

Privacy Policy

In accordance with the Victorian Health Records Act 2001 and Federal Privacy Act 1988, we consider the protection of your privacy and personal information to be a high priority. Therefore, we realise that it is important that you are aware of why we collect, how we use and to whom we may disclose your information.

The policy of our practice is to follow these procedures:

The information collected will be used for the purpose of providing treatment to you. Personal information such as your name, address and other details will be used for the purpose of addressing accounts to you, as well as processing payments and writing to you about our services and any issues affecting your treatment.

We may disclose your health information to other health care professionals, or require it from them if necessary for your treatment. In that event, disclosure of your personal details will be minimised and with your consent.

We may also use parts of your health information for research purposes, in study groups or at seminars as this may provide benefit to other patients. Should that happen, your personal identity will not be disclosed. And we would seek your consent to do so.

Your medical history, treatment records, x-rays and any other material relevant to your treatment will be kept here. You may inspect or request copies of our records of your treatment at any time, or seek an explanation from the dentist. Statutory fees may apply in relation to the types of access you seek. If you request an explanation of our records or a written summary, our usual fees apply to these services.

If any of the information we have about you is inaccurate, you may ask us to alter our records accordingly.

In the event that you agree to receive personal information by email, the disclosure of information will be limited to making appointments with our doctors and or enclosing invoices.

You understand and agree that personal information in relation to medical procedures may be disclosed on invoices sent to you by email. By consenting to receiving emails with this information you understand that Amanda Lawrence Orthodontics does not use encryption or any similar software to protect your personal information by email. You further warrant that the email address you have provided is accurate and correct.

We assure you that your health information will be treated with the utmost confidentiality.

Disclosure will not be made to any person not involved in either your treatment or the administration of this practice, without your prior written consent. If you have any queries or concerns about our handling of your health information, please do not hesitate to raise these concerns with our practice.