

# KAV Speech Pathology Privacy Policy

## Your Privacy at KAV Speech Pathology

At KAV Speech Pathology, your privacy is a top priority. We are committed to protecting your personal and health information and handling it with care and confidentiality, in accordance with Australian privacy laws.

## How We Protect Your Information

- All personal and clinical information is stored securely in password-protected digital files.
- Our practice uses *Splose*, a secure practice management system, to store client information, clinical notes, appointments, and invoices. Information is stored electronically and protected using secure systems.
- Only authorised staff have access to your information.
- We follow the Privacy and Personal Information Protection Act 1998 (NSW) and the Privacy Act 1988 (Cth) in all aspects of information management.

## Sharing Your Information

We will always ask for your consent before sharing your information with other services or professionals. However, your information may be shared without prior consent in the following circumstances:

- In an emergency where it's not possible or reasonable to get your consent first.
- When required by law or where serious safety concerns arise.

## If a Data Breach Occurs

We take data security seriously. However, if your information is ever lost, stolen, or accessed/disclosed without authorisation we will:

- Notify you as soon as possible,
- Outline what has occurred and what steps are being taken,
- Notify the Office of the Australian Information Commissioner (OAIC) as required under the Notifiable Data Breaches (NDB) scheme.



## Questions or Concerns?

If you have any questions about how your information is collected, stored, or shared, please get in touch:

 0424 117 230  [kavsp@outlook.com](mailto:kavsp@outlook.com)  [www.kavsp.com.au](http://www.kavsp.com.au)

We're here to ensure you feel safe, informed, and respected every step of the way