

STORAGE

The Board stores personal information:

Contained in paper based and other hard copy documents in a dedicated storage facility located within the Board.

Contained in electronic records in a secure environment.

Such records are only accessible by those persons who require access to the personal information for the purpose of carrying out their employment.

ACCESS TO YOUR INFORMATION

You may however, request access to information we hold about you by contacting the Board Privacy Officer at the address overleaf. In some circumstances your request may be denied for specific legal reasons as set out in the Privacy Act 1988 (Cth), Privacy and Personal Information Protection Act 1998 (NSW) or the Health Records and Information Privacy Act 2002 (NSW), including if the request is vexatious or a criminal investigation is underway.

If your request is denied a reason will be given to you. In order to maintain the security of your information two (2) forms of identification are required before copies of information will be supplied (such as drivers licence, or evidence of home address such as from a power bill).

WHAT TO DO IF YOU THINK YOUR PRIVACY HAS BEEN BREACHED

If your complaint is about how we have treated your personal information or privacy generally, please write to the Board's Privacy Officer at the address below.

The complaint will be investigated and a response will be sent to you as quickly as possible. We will endeavour to respond to you within 14 days.

If you are dissatisfied with the response you can refer the matter to the Privacy Commissioner.



Workers' Compensation Dust Diseases Board of NSW

PRIVACY DISCLOSURE STATEMENT

WORKERS' COMPENSATION
(DUST DISEASES) BOARD (THE "BOARD")



Workers' Compensation Dust Diseases Board of NSW

Level 2
82 Elizabeth Street
Sydney NSW 2000

Telephone: (02) 8223 6600
Facsimile: (02) 8223 6699
Toll Free: 1800 550 027

Email: enquiries@ddb.nsw.gov.au
Web: www.ddb.nsw.gov.au

YOUR PERSONAL INFORMATION

The Board collects personal information in order to assist in the provision of medical care and to process your claim for Workers Compensation.

The Board also collects sensitive (health) information in the course of providing health services to an individual including:

- Results of any tests or procedures;
- Information about your past clinical history (e.g. hospital and/or previous test results);
- Other health information provided by your referring doctor and/or specialist;
- Payment and administrative information such as your Medicare or private health insurance information and tax file number;
- Information collected from you directly when you attend our office; and
- Information provided by third parties such as your referring doctor, specialist or hospital.

If you choose not to provide your personal information to the Board we may be unable to provide you with the services you request.

HOW WE USE YOUR INFORMATION

The Board may use your information for the purposes of:

- Making an assessment of your health status;
- Providing a specialist medical report about your health to your referring doctor;
- Sending you reminder notices to attend a medical examination;
- Making an assessment of your Workers Compensation claim;
- Board approved medical research purposes; and
- The Board's investigation and assessment of other claims involving the same employers.

ACCURACY OF YOUR INFORMATION

The Board endeavours to ensure the information we collect, use and disclose is accurate and up-to-date. The accuracy of that information depends on the information you provide to us. We recommend that you:

- Tell us if there are any errors in the information we hold; and
- Inform us of changes to your information, such as your name, address or telephone number.

Internal procedures have been developed and staff training has been provided to ensure the privacy of your information is secure.

DISCLOSURE OF YOUR INFORMATION

The Board may sometimes need to disclose information about you to organisations and individuals outside of the Board for medical, ethical, legal and/or procedural reasons. These may include:

Consultant medical specialists or organisations outside of the Board for further advice on your medical condition.

Your representative (e.g. Guardian, authorised representative such as family members or legal advisers).

Contractors who (under strict privacy guidelines) assist us in some of our business operations such as:

- Maintenance of our information technology systems;
- Administration;
- Corporate risk management, finance and general office services;
- Review or perform tests/procedures including CT Scans and X-Rays;
- Pathology tests that are referred to an outside organisation to perform;
- Medicare or your private health fund for the purpose of benefits payable;
- Our professional advisers (such as accountants, auditors and legal advisers); and

Government and regulatory authorities and other organisations as required or authorised by law such as when subpoenaed by a Court or Tribunal.