

Confidentiality Policy

To protect the confidentiality and privacy of patients.

1. STAFF CONFIDENTIALITY AGREEMENTS

All staff contracted to Nova Mentem are required to sign and adhere to confidentiality agreements. These agreements emphasise the utmost importance of maintaining the privacy and confidentiality of all patient information.

2. SECURE STORAGE OF PATIENT RECORDS

Patient records, whether in physical or electronic form, are securely stored to prevent unauthorised access. Access is restricted to staff authorised by the clinic, and stringent security measures are in place to safeguard patient information from any potential breaches.

3. LIMITED ACCESS TO PATIENT INFORMATION

Access to patient records is limited to authorised staff with a legitimate need for such information in the course of their duties. This policy ensures that patient confidentiality is maintained at all times.

4. WRITTEN CONSENT FOR INFORMATION SHARING

Sharing patient information with third parties is strictly governed by the requirement of obtaining written consent from the patient. Any disclosure of patient information to external entities, including other healthcare providers or organisations, will only occur after explicit written consent from the patient has been obtained.

5. BREACH REPORTING AND INVESTIGATION

In the event of a suspected or actual breach of confidentiality, the clinic has established procedures for reporting and investigating such incidents promptly. This includes taking appropriate corrective actions to prevent future breaches.

6. LEGAL COMPLIANCE

The clinic is committed to complying with all relevant privacy and data protection laws in New Zealand. Any changes in legislation will be promptly incorporated into the clinic's policies and procedures to ensure ongoing legal compliance.

7. AVAILABILITY AND TRANSPARENCY

Patients are informed about the clinic's confidentiality policy during their initial visits, and they have the right to ask questions or express concerns about the handling of their information. This policy and other policies applicable in Nova Mentem are made available to promote transparency and trust.

8. REVIEW AND REVISION

This policy is subject to regular review and revision to ensure its continued effectiveness and relevance. Any updates will be communicated to staff, and necessary training will be provided to maintain compliance.

Adherence to this *Confidentiality Policy* is crucial for maintaining the trust and well-being of our patients. Violations of this policy may result in disciplinary actions.