

HEALTH PRIVACY PRINCIPLES

The University is required to collect and handle personal health information in accordance with the 11 Health Privacy Principles (HPPs) contained in the Health Records Act 2001 (Vic).

The HPPs can be summarised as:

HPP 1 - COLLECTION

Health information may only be collected if it is necessary for the University's functions and if the individual has given consent. Some exceptions to consent exist. Health information must be collected lawfully, fairly, reasonably and preferably, directly from the individual.

HPP 2 - USE AND DISCLOSURE OF HEALTH INFORMATION

The University may only use or disclose health information about an individual for the primary purpose for which the information was collected or for a directly related and reasonably expected secondary purpose. Some exceptions exist.

HPP 3 - DATA QUALITY

The University must take reasonable steps to ensure the health information held is accurate, complete, up-to-date and relevant to the University's functions or activities.

HPP 4 - DATA SECURITY AND DATA RETENTION

The University must protect health information from unauthorised access, modification or disclosure. Health service providers must retain health information for the period of time set out in HPP 4.2. All other holders of health information must destroy or permanently de-identify health information if it is no longer needed.

HPP 5 - OPENNESS

The University must ensure the privacy procedure is easily accessible so people know what information is held about them, why it's being held and how their information is collected, stored, used and disclosed. The Monash University Privacy Procedure is available [here](#).

HPP 6 - ACCESS AND CORRECTION

Individuals have a right to access and correct any health information held about them. The University may, in some circumstances, refuse to provide access to health information or to correct it. More information about access and collection is in the University's Freedom of Information Procedures found [here](#).

HPP 7 - UNIQUE IDENTIFIERS

The University may only assign identifiers, such as patient identification numbers, to individuals if this step is reasonably necessary for the University to function efficiently.

HPP 8 - ANONYMITY

As far as it is lawful and practical, individuals should have the opportunity to maintain their anonymity.

HPP 9 - TRANSBORDER DATA FLOWS

When health information travels outside Victoria, the University has a responsibility to ensure that the privacy of the information is safeguarded.



HPP 10 - TRANSFER OR CLOSURE OF THE PRACTICE OF A HEALTH SERVICE PROVIDER

If a health service provider is sold, transferred or closed down, and the provider is no longer there, it must notify its current or former clients via a public notice. A notice in the practice and letters to current clients are also required. Statutory regulations apply.

HPP 11 - MAKING INFORMATION AVAILABLE TO ANOTHER HEALTH SERVICE PROVIDER

Upon request from an individual, a health service provider must make information about that individual available to another health service provider.