

At the Child Development Network (CDN), we collect information about your child and family as a necessary part of providing our professional services.

We collect this initially in questionnaires and copies of any reports you may provide. Additional information is collected during visits, assessments and other clinical activities, including your name and address, your Medicare number, you and your family's medical history. We may receive further information from other professionals (e.g. school guidance officers).

The CDN collects and uses the information in compliance with the Australian Privacy Principles, the AMA recommendations and the APS code of ethics.

This statement is to help you understand what happens to this information.

1. Information collected as part of your services with one professional is available to other professionals working within the CDN. We have chosen to do this because many of the children we see consult with more than one professional within the service network. If you do not want this to occur, please let the professional you are working with know.
2. As is the custom with medical referrals, summary letters or reports are sent to your referring General Practitioner, and we will provide you with a copy of all information we send back to the General Practitioner. Reports may also be forwarded to other medical specialists when referral are made by your CDN doctor to these medical specialists.
3. We do not automatically send copies of information to schools or any other outside professionals. Information is not shared with any individual or business outside of Australia without your specific instructions to do so, and without you knowing what we are sharing. If you would like us to send information to another party, please let us know. In general, we provide the information to you, so that you can choose who you share it with.
4. The information about your child and family contained in the CDN files will not be used for teaching or research purposes without your consent.
5. Confidentiality is sometimes needed between a teenager and their treating clinician to encourage a trusting relationship, and for treatment to be successful. Clinicians will encourage a teenager to talk with their parent, but will break confidentiality only when safety is at risk.
6. All information kept on computer systems is password protected and stored securely.



7. At times the CDN will use SMS and email to advise you of changes to practice policy and send reminders for your appointments. If you do not wish to receive these notifications, then please advise our reception staff.

If you have any questions regarding this policy, you wish to change some of the information we have collected or you would like to change how we deal with your information in some way, please discuss it with our Practice Manager (see contact details below).

If you wish to complain about how we have handled your information, then please address your complaint in writing to the Practice Manager, Child Development Network, PO Box 1536, Milton, Qld. We will respond promptly to your concerns.