



The Health Privacy Principles (HPPs) explained for members of the public

fact sheet

April 2011

The 15 Health Privacy Principles (HPPs) are the key to the *Health Records and Information Privacy Act 2002 (HRIP Act)*.

These are legal obligations NSW public sector agencies and private sector organisations must abide by when they collect, hold, use and disclose your health information. Exemptions may apply, therefore it is suggested you contact the Privacy Contact Officer or the Health Information Manager in the organisation or agency or the Office of the Privacy Commissioner NSW for further advice.

Collection

1. Lawful

An agency or organisation can only collect your health information, for a lawful purpose. It must also be directly related to the agency or organisation's activities and necessary for that purpose.

2. Relevant

An agency or organisation must ensure that your health information is relevant, accurate, up-to-date and not excessive. The collection should not unreasonably intrude into your personal affairs.

3. Direct

An agency or organisation must collect your health information directly from you, unless it is unreasonable or impracticable to do so.

4. Open

An agency or organisation must inform you of why your health information is being collected, what will be done with it and who else might access it. You must also be told how you can access and correct your health information, and any consequences if you decide not to provide it.

Storage

5. Secure

An agency or organisation must store your personal information securely, keep it no longer than necessary and dispose of it appropriately. It should also be protected from unauthorised access, use or disclosure.

Access & accuracy

6. Transparent

An agency or organisation must provide you with details regarding the health information they are storing, why they are storing it and what rights you have to access it.

7. Accessible

An agency or organisation must allow you to access your health information without unreasonable delay or expense.

8. Correct

An agency or organisation must allow you to update, correct or amend your health information where necessary.

9. Accurate

An agency or organisation must make sure that your health information is relevant and accurate before using it.

Use

10. Limited

An agency or organisation can only use your health information for the purpose for which it was collected, or a directly related purpose that you would expect (unless one of the exemptions in HPP 10 applies). Otherwise separate consent is required.

Disclosure

11. Limited

An agency or organisation can only disclose your health information for the purpose for which it was collected or a directly related purpose that you would expect (unless one of the exemptions in HPP 11 applies). Otherwise separate consent is required.

Identifiers & anonymity

12. Not identified

An agency or organisation can only give you an identification number if it is reasonably necessary to carry out their functions efficiently.

13. Anonymous

You are entitled to receive health services anonymously, where this is lawful and practicable.

Transfers & linkage

14. Controlled

Your health information can only be transferred outside New South Wales in accordance with HPP 14.

15. Authorised

Your health information can only be included in a system to link health records across more than one agency or organisation if you have consented.

Where can I get more information about privacy?

- **go to:** www.privacy.nsw.gov.au
- **email:** privacyinfo@privacy.nsw.gov.au
- **mail:** GPO Box 7011, Sydney NSW 2001
- **visit:** Level 11, 1 Castlereagh Street, Sydney NSW, 2000
- **call:** 02 8019 1600 between 9am to 5pm, Monday to Friday (excluding public holidays).