



## Privacy, Dignity & Confidentiality Policy

### 1. Policy Statement

It is the policy of St Mary's Health Services to promote tolerance and respect for each client's personal needs and circumstances.

- We recognise and respect each person's right to privacy, dignity and confidentiality at all times.
- We shall at all times promote tolerance and respect for each person's individual needs and circumstances.
- We require all employees to comply with our Code of Conduct and will monitor their workplace behaviours to ensure that people are treated with dignity and respect.
- We recognise the rights of individuals in accordance with the *Charter of Human Rights and Responsibilities Act 2006* (Vic).

### 2. Employer responsibilities

St Mary's will promote tolerance and respect for each individual's personal needs and circumstances and will:

- Foster an environment where diversity is respected
- Provide training and information to support implementation of this Policy
- Provide physical assistance and supports in such a way that maintains the individual's dignity
- Implement strategies to deal with challenging behaviours which are not demeaning or degrading to the individual through development of behaviour support plans and positive behaviour strategies
- Promote access to and use of external supports such as interpreters and advocates
- Provide referrals to external supports and agencies where required
- Ensure that care plans take into account each client's individual needs and circumstances





### 3. Employee responsibilities

Our employees are responsible for respecting the rights of others in the workplace and are required to treat others with dignity and respect and comply with St Mary's Code of Conduct at all times.

### 4. Related procedures and forms

The following procedures and forms are used in the implementation of this policy:

- Client Consent form
- Authority to Release Information form
- Information Privacy Policy
- St Marys Code of Conduct
- Human Rights Policy
- Rights and Responsibilities Policy

### 5. Legislative and regulatory requirements

Reference is also made to the following enacted legislation, regulations and instruments in the implementation of this policy:

- *Disability Act 2006*
- *Information Privacy Act 2006* and Department of Human Services Privacy Policy
- *Privacy Act 1988*
- *Health Records Act 2001*
- *The Victorian Charter of Human Rights and Responsibilities Act 2006*
- Department of Human Services Standards Standard 1 Empowerment and Standard 3 Wellbeing
- Australian Privacy Principles
- Information Privacy Policy

