

PRIVACY POLICY

ISSUE DATE: SEPTEMBER 2023



At Evaluate Medicolegal, we are committed to safeguarding your privacy and ensuring the confidentiality of your personal information. This policy outlines our practices, detailing how we collect, utilize, store, and disclose your data in strict adherence to relevant privacy laws and regulations. Please take a moment to familiarize yourself with our practices.

Our Commitment to Privacy

Evaluate Medicolegal and its affiliated entities respect your right to privacy and are dedicated to maintaining the highest standards of data protection. We are fully compliant with the Privacy Act 1988 (Cth) and other applicable privacy and health records laws.

Your Confidential and Sensitive Information

In the world of data, we differentiate between personal information, encompassing details that link to an individual's identity, and a unique category: sensitive information.

Sensitive data paints a comprehensive picture, covering health records, ethnicity, political affiliations, professional memberships, beliefs, preferences, criminal history, and biometric markers.

Throughout this privacy policy, unless explicitly stated otherwise, our reference to personal information includes all confidential and sensitive data. We're steadfast in safeguarding your privacy across every aspect of your personal and classified information.

Data We Gather

The personal information we collect depends on what we're involved in. We get this information either directly from you or from other individuals or organizations we collaborate with.

Here's a breakdown of the types of personal information we may collect:

- Basic information such as your name, email address, age, contact details, mailing address, and our communications with you (including emails, faxes, text messages, and postal mail). We also note gender information, occupation details, work history, lifestyle preferences, and your educational and training background.
- Photo-based identification.
- Depending on the nature of our engagement, Evaluate Medicolegal may also gather medical and health-related information, which can come directly from individuals or their service providers, especially when it pertains to using Evaluate Medicolegal services or interacting with Evaluate Medicolegal.
- Financial details may be required when applying for Evaluate Medicolegal services or setting up credit arrangements. This could include credit card or banking information.



- Information from healthcare providers, including your private health insurance membership number.
- Information gathered from individuals attending Evaluate Medicolegal events such as conventions, seminars, and functions.
- Details collected from individuals applying for or participating in training courses conducted by Evaluate Medicolegal.
- Data from Evaluate Medicolegal websites, including records of website registration, survey responses, and information related to user behavior. This may include IP addresses (excluding server addresses), previous websites visited, browser types, the type of electronic devices used, internet pages accessed, data on cookies, and location information.
- Information collected by Evaluate Medicolegal from internal systems, the internet, and social media platforms like Facebook, LinkedIn, Affinity, and PeopleStreme information systems.
- Data obtained from third parties, which might encompass research and marketing information available in the public domain or data purchased on behalf of Evaluate Medicolegal.

Rest assured, we handle all this information with the utmost care to maintain its confidentiality and security.

Informed Consent

We value your informed consent when collecting and sharing your personal information. When we begin providing services, we will inform you about the data we will gather and with whom it will be shared. You will be asked to provide your consent, which will be securely stored in our electronic case management database.

Our Main Reason For Collecting Personal Information

We collect personal information for various reasons:

- We collect your information to communicate with you and deliver our services to you or the organization that referred you, such as your employer or insurer.
- We use this information to efficiently manage our business operations.
- We may need your information to access medical records and histories from healthcare providers.
- We engage healthcare professionals to help with our services and assess medical conditions.



- Information is gathered to offer seminars, conventions, educational training, and work trial placement services.
- Collected data is used for research and statistical purposes.
- We ensure compliance with agreements and contracts we administer on behalf of government bodies.
- We continuously review, evaluate, and improve our services.
- We meet legal obligations and regulations.
- In some cases, we collect data for personnel recruitment.
- We also use information as required or permitted by law, including purposes for which you have given your consent.

Security of Your Personal Information

Your personal information is stored securely, both in hard copy and electronic formats. We have implemented robust security measures, including strong passwords, multifactor authentication, secure data centers, and regular IT system security testing to safeguard your information.

Evaluate Medicolegal's IT infrastructure has been designed to meet international Information Security standards (ISO/IEC 27001) and aligns with the ASD Essential Eight mitigation strategies and the requirements outlined in the Australian Government Information Security Manual. All Evaluate Medicolegal servers are housed within secure data centers located within Australia, and we ensure encryption is applied to sensitive data at rest.

Furthermore, we are committed to responsibly managing your personal information. Any data that is no longer required for the purposes outlined in this privacy policy or in accordance with applicable laws will be appropriately disposed of through destruction, erasure, or de-identification. We do not retain personal or health information beyond its necessary usage period. Your privacy and data security are central to our practices.

Use And Sharing Of Personal Data

Evaluate Medicolegal handles your personal information with care and discretion. We primarily use and disclose this information for the specific purposes for which it was initially collected, as outlined in the relevant primary purpose mentioned earlier.

In certain cases, we may also utilize and disclose your personal data for additional purposes, provided we have obtained your consent or when compelled to do so by Australian law or court orders. Rest assured, we prioritize your privacy.

We may share your personal information with the following entities:

- Referring organizations (e.g., employers or insurers).
- Medical practitioners and allied health professionals engaged to provide services.
- Treating healthcare providers.
- Government agencies, insurers, lawyers, and third parties involved in service delivery.
- Organizations assisting us in our functions.
- Our related entities.
- Parties involved in our asset or business transfers.
- Other contracted organizations that help us carry out our functions or provide services.

Accessing and Updating Your Information

You have the right to access the personal information we hold about you. You can make a request in writing to our Privacy Officer at admin@evaluatemedicolegal.com.au who will provide further details regarding the process. We strive to respond to requests within 30 days.

Data Retention

We retain personal and health information only for as long as necessary and in compliance with applicable laws. When information is no longer required for the purposes outlined in this policy, we appropriately destroy, erase, or de-identify it.

Your Use of Our Website

When you use our website, we may collect certain information to enhance your browsing experience. We use network tools, including cookies, to identify your web browser. Cookies do not reveal your email address unless provided by you electronically.

Privacy Complaints and Further Information

If you have privacy concerns, complaints, or queries regarding your personal information's management, please contact us at admin@evaluatemedicolegal.com.au. If you are unsatisfied with our response, you may also contact the Office of the Australian Information Commissioner.

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Contact Us

For privacy-related inquiries, please reach out to us at:

Email:

 admin@evaluatemedicolegal.com.au

Call Us:

 02 7226 9134

Company Address:

Evaluate Medicolegal



Suite 106, 161 Bigge Street,
Liverpool, NSW 2170

Visit Our Website:



www.evaluatemedicolegal.com.au

Please note that this privacy policy does not apply to external websites.