

## **Beauty by the Bay Skin and Laser Privacy Policy**

Beauty by the Bay Skin and Laser will ask you ( clients attending our salon/clinic) on your first visit with us for one of our services to fill in a “ New Client Confidential Questionnaire”.

Or for our Under 18 years clients a parent or guardian over 18 to fill in and sign on their behalf, ( Responsible Person).

An elderly/ frail/impaired adult may need assistance from a trusted family/friend/career to fill in and sign on their behalf, ( Responsible Person).

We will ask for Personal information such as name, date of birth, gender, and contact details. We will also ask for information regarding your general health, for example, previous operations, allergies and medications.

You are under no obligation to provide us with your health information, however this may have a negative impact on your treatment.

This form we ask to be filled in to the best of your ability, and we ask you to inform us in the future if any of those details change, we can edit the form to reflect this in your file.

This form can be filled in electronically or hard copy. Both will be uploaded to our software and stored in your personal file, hard copies will be shredded and disposed of.

Your personal information and health information is required by us to perform our duties to the best of our ability, and in the course of providing you with a full and safe service.

Your information will be password protected and is available only to those employed by Beauty by the Bay Skin and Laser in the course of their daily duties.

We will not pass on your information to any third party without your written consent. Examples of third parties are, other allied health professionals, pharmacists, general practitioners and medical specialists.

For more information on your Privacy rights click on this link

<https://ovic.vic.gov.au/privacy/for-the-public/your-privacy-rights/#:~:text=In%20Victoria%2C%20you%20have%20privacy.health%20information%3B%20or>

For more information on your Health information collection rights , see Health Privacy Principles <https://www.health.vic.gov.au/legislation/health-records-act>