



# Privacy and client records.



Massage Training Australia

- Do you have a Privacy Policy and Procedure?  
\_\_\_\_\_
- Are all client records stored in a lockable filing cabinet?  
\_\_\_\_\_
- Is all electronic equipment password protected?  
\_\_\_\_\_
- Do you use a third party provider for client information (eg cliniko, fresha, halaxy?)  
\_\_\_\_\_
- If yes, do you provide a link to their privacy policy?  
\_\_\_\_\_
- If yes, is their privacy standards sufficient for Australian Health Records requirements?  
\_\_\_\_\_
- Do you have consent from clients to send them marketing material?  
\_\_\_\_\_
- Do you record details of every treatment?  
\_\_\_\_\_
- Do your client records comply with the report writing requirements of the Health Funds?  
\_\_\_\_\_
- Are your client records able to be interpreted by a third party?  
\_\_\_\_\_
- Are you aware of your responsibility under the notifiable breaches scheme?  
\_\_\_\_\_
- Do you keep your records for (7) years?  
\_\_\_\_\_
- Do you dispose of your client records in an appropriate manner?  
\_\_\_\_\_



Massage Training Australia