



**FIRST CHOICE  
DIAGNOSTIC CO.**

Pioneers In Drug  
and Alcohol Testing

# Quality Department

Privacy Policy

*January 2024*

**Issue 4 First Choice Diagnostic Co. Privacy Policy**

QUATEM-004

## 1 Document Control

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The material within this document has been developed solely for the internal business purposes of First Choice Diagnostic Co. The material shall be kept confidential and shall not be disclosed or made available directly or indirectly to other parties without permission from an Executive Manager.

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## 1 Scope

This document applies to all FCD activities at all times. It is to read, understood and adhered to at all times by all FCD Staff.

## 2 Purpose

The purpose of document is to explain how the personal privacy of FCD clients and staff is protected.

## 3 Policy Statement

First Choice Diagnostic Co ('the Company') is committed to protecting one's privacy and will ensure that the practices, procedures and systems relating to the collection and use of personal information and sensitive information is done so in accordance with the Privacy Act 1988 and any relevant State Legislation.

The Company will not collect, store, use or disclose personal information or sensitive information unless the information is reasonably necessary and related to the Company's activities.

The Company will protect personal information and sensitive information from misuse, interference and loss. We will store the information that is collected in a secure location to ensure that the information is protected from unauthorised access, modification or disclosure.

## 4 Definitions

- Personal Information: Is information of an opinion about an employee whose identity is apparent, or can reasonable be ascertained from the information.
- Sensitive Information: Includes information about an individual's racial or ethnic origin, political opinions, religious beliefs or affiliations, membership of a professional or trade association, membership or a union and criminal or health record.

## 5 Legislation

- Privacy Act 1988 (Commonwealth)
- Health Records and Information Privacy Act 2002 (NSW)

## 6 Company Details

**Company Name:** Newport Medical Solutions T/A First Choice Diagnostic Co.  
**ABN:** 16 139 625 602  
**Address:** 1105/4 Daydream Street, Warriewood. NSW 2102  
**Contact Details:** Mr Nathan Kitt, 9999 5967

## 7 Purpose

First Choice Diagnostic Co. collects and holds personal information and sensitive information to enable the Company to conduct their business.

## 8 Collection

The Company is committed to the lawful collection of personal information in support of its operational endeavours. In particular, data pertaining to individuals participating in drug and alcohol screening protocols will be procured. All gathered information will be handled and stored in strict accordance with the tenets outlined within the Privacy Policy. The Company will diligently seek and gather relevant details directly from individuals wherever feasible or permissible. Such information gathering may encompass in-person interactions, online platforms via our website, or through the completion of requisite forms and medical documentation.

## 9 Consequence of Non-Disclosure

The provision of outdated, inaccurate, or incomplete information may limit the scope of services that First Choice Diagnostic Co. can deliver.

## 10 Disclosure

Personal information and sensitive information may be disclosed to any person whom has been given consent to receiving the information.

In regards to information obtained in drug and alcohol screening, this may be disclosed the employer or prospective employer and/or their authorised representative.

Unless consent has been given or where we are otherwise permitted to do so by law, personal information will only be used for the purposes for which it was provided or for a purpose related. Sensitive information will only be used for the primary purpose for which it was provided.

We require that organisations with which we have contracted to supply us with services to assist us in supplying services to you and to which we disclose your personal information, have in place reasonable safeguards for protecting personal information.

## 11 Access and Correction

Access to the personal information held about individuals may be granted. The Company will respond to all requests within a reasonable period and no reasonable request will be refused. Refusal is permitted under the Privacy Act if giving access:

- Poses a serious threat to the health and safety of an individual or the public.
- Has an unreasonable impact on the privacy of others;
- Would be at the submission of a frivolous or vexatious request;
- Is connected to existing or anticipated legal proceedings;
- Reveals the intentions of the Company in relation to negotiations with the individual;
- Is unlawful;
- Is otherwise prohibited under Australian Law; or
- Is connected to and is likely to prejudice correction action of suspected unlawful activity or serious misconduct.

Any individual is encouraged to notify First Choice Diagnostic Co if they believe their personal information requires updating.

## 12 De-Identification and Destruction

The Company will take all reasonable steps to destroy or de-identify the personal and sensitive information held once it is no longer needed for any purpose for which it may be used or disclosed.

## 13 Breach of Privacy

All complaints regarding personal information should be reported to the Company. The Company will investigate the incident in a timely and confidential manner.

Table 1 Change History

Issue No.	Effective date	Summary of Changes	Author/Reviewer	Authorised by
4	05/01/2024	Rewrite into new format	Sarah Viola	Nathan Kitt