

## Privacy Summary for Work Experience Students

### Source Document: Privacy Manual for Health Information (NSW Health, February 2025)

This document provides an extended overview of the key NSW Health privacy requirements for school students attending work experience placements. It summarises relevant sections extracted from the 'Privacy Manual for Health Information February 2025'.

#### 1. Your Responsibilities

- a. Always protect patient confidentiality and privacy.
- b. Only access patient information when directly instructed by your supervisor.
- c. Never discuss patient information with friends, family, or online.
- d. Understand that privacy is a legal requirement, not just a workplace rule.

#### 2. Key Privacy Laws

The following laws protect patient information:

- a. Health Records and Information Privacy Act 2002 (HRIP Act)
- b. Privacy and Personal Information Protection Act 1998 (PPIP Act)
- c. These laws outline how personal health information must be collected, used, stored, and shared.

#### 3. Mandatory Training for Work Experience Students

Before or at the start of your placement, you are required to complete:

- a. Any modules required by your hosting department

Training ensures you understand your legal responsibilities when handling personal health information.

Education and Organisational Development Service

Locked Bag 7279, LIVERPOOL BC NSW 1871 | T: 8738 5920 | E: [SWSLHD-WorkExperience@health.nsw.gov.au](mailto:SWSLHD-WorkExperience@health.nsw.gov.au)

4. Handling Information Safely
  - a. Do not copy, photograph, screenshot, or remove any patient information.
  - b. Do not attempt to access computer systems unless authorised and supervised.
  - c. Always lock the screen of any computer you use.
  - d. Never save information to USBs or personal devices.
  - e. Only use NSW Health-approved devices if provided.
  - f. Ensure printed material is returned or disposed of securely.
  
5. Consent and Use of Information
  - a. Patient consent is required when information is collected, used, or shared beyond the immediate purpose of care.
  - b. Consent may be written, verbal, or implied depending on the context, but students should only act under staff guidance.
  - c. Extra care must be taken when dealing with minors; capacity and age determine decision-making.
  
6. Privacy Breaches
  - A privacy breach includes accessing, sharing, or losing personal health information without authorisation.
  - If you suspect a breach:
    - a. Report it immediately to your supervisor.
    - b. Your supervisor will notify the Privacy Contact Officer.
  - Prompt reporting helps prevent harm and ensures legal compliance.
  
7. Special Circumstances

Certain situations have special privacy rules:

  - a. Child protection: information may need to be shared with authorised agencies.



- b. Emergencies: some information can be lawfully shared to protect health and safety.
- c. Law enforcement: requests must go through authorised NSW Health officers.

Students must never make decisions about these situations independently.

#### 8. Patient Rights

Patients have the legal right to:

- a. Request access to their health records
- b. Ask for corrections if their information is inaccurate

Students are not permitted to respond to these requests; refer them to staff.

#### 9. Professional Behaviour

- a. Avoid discussing patients in public spaces (lifts, hallways, cafeterias).
- b. Do not read charts, screens, or documents unless required for your supervised task.
- c. Keep all observations confidential.
- d. Remember your responsibilities continue even after your placement ends.

If you have concerns or questions at any time, speak with your supervisor