

LEWIS & LEWIS PRIVACY STATEMENT

Lewis & Lewis Psychological Consultancy Services provides an assessment service to students in your region who may be experiencing intellectual or language difficulties. This service is conducted by registered psychologists and speech pathologists following recommendation for assessment and referral by your child's school.

To undertake this work and achieve a high quality of service provision, **Lewis & Lewis Psychological Consultancy Services** need to collect and use both personal and health information. All collected information will be handled in a manner consistent with the principles outlined in the *Information Privacy Act 2000* (Victorian Government) and the *Health Records Act 2001* (Victorian Government).

Personal information collected by **Lewis & Lewis Psychological Consultancy Services** will include information identifying individuals. Personal information collected would include but not be limited to health and developmental information, previous testing results and analyses, information regarding current academic and social skills and related family background information.

This information will be collected to allow **Lewis & Lewis Psychological Consultancy Services** to undertake student assessments on behalf of the Department of Education and Early Childhood Development for the Program for Students with Disabilities. Relevant reports as required by schools will be prepared following the assessment. Copies of the reports will be distributed to the school, the parent(s) / guardian(s) and relevant DEECD regional personnel. **Lewis & Lewis Psychological Consultancy Services** will hold electronic copies of reports and assessment findings. Information will only be disclosed to a third party following the provision of parental/guardian consent or in other circumstances where such disclosure is allowed by law.

Lewis & Lewis Psychological Consultancy Services staff respect the confidentiality of all information collected. To ensure protection of the information collected from misuse, loss, unauthorized access, modification or disclosure, processes have been implemented including locked storage of paper records and security-protected access rights to computerized records.

All information recorded in the course of the assessment by the sub-contractor is owned by the DEECD. When the information collected is longer needed it will be disposed of in accordance with the Public Records Act.

Access to the information held by **Lewis & Lewis Psychological Consultancy Services** can be obtained making such a request to the Director in writing. The disclosure of this information would occur consistent with the provisions of the Information Privacy Act and the Health Records Act.

If you would like further information about the processes used by **Lewis & Lewis Psychological Consultancy Services** to manage both personal and health information collected, please contact:

Mr Mark Lewis
Director
Lewis & Lewis Psychological Consultancy Services
PO BOX 476
BRUNSWICK VIC 3056
TELEPHONE: 03 9380 5742 Email: lewis@mira.net

This privacy statement can also be accessed at www.lewisandlewis.com.au