

DATA PROTECTION & PRIVACY POLICY

Practice: Amrita Sinha Occupational Therapy Pty Ltd

Version: 1.0

Review Date: February 16, 2026

Approved By: Practice Director

Purpose

To ensure compliance with the Privacy Act 1988 (Cth) and Australian Privacy Principles (APPs).

Policy

Information Collection

- Collect only relevant information
- Inform clients of purpose

Storage

- Secure cloud-based system
- Password-protected
- Restricted access
- Two-factor authentication where available

Disclosure

Information shared only:

- With written consent
- If legally required
- Under mandatory reporting obligations

Data Breach Response

- Immediate containment
- Documentation

- Notify affected individuals where required