



**INFORMATION MANAGEMENT POLICY**

**POLICY STATEMENT:**

The Mount Hospital Clinical Review Committee seeks Qualified Privilege under the *Health Services (Quality Improvement) Act (WA) 1994*. Section 7 of the Health Services (Quality Improvement) Regulations 1995 stipulates that "...documentation is to be kept in safe custody". In addition, The Australian Council for Safety and Quality in Health Care guideline document on Qualified Privilege (Guideline 7) refers to "Compliance with legislative requirements for information management".

**POLICY INTERPRETATION:**

- This policy applies to members of the Mount Hospital Clinical Review Committee.
- Members, employees of, or persons assisting the committee or activity must not directly or indirectly make a record of or disclose any identifying information whatsoever acquired by them as members of the Committee other than in accordance with the relevant legislation or unless consent is given by the individual to whom the information pertains.
- Members, employees of, or persons assisting the committee or activity must at all times ensure the security of all records in their possession relating to the committee or activity.

For procedures governing the copying, destruction and secure storage of documents please refer to the corresponding policies and procedures (copies attached to this document):

- HR.25 Retention Policy for Health Records
- HR. 26 Destruction Policy

**SOURCE DOCUMENTS:**

- Health Services (Quality Improvement) Regulations (WA) 1995
- Australian Safety and Quality Council. 2003, *Improving the Consistency of Approaches to Qualified Privilege Schemes; Guideline 7, Compliance with Legislative Requirements for Information Management.*

**MONITORING/EFFECTIVENESS INDICATOR:**

Number of complaints or concerns arising from the implementation of this policy, as monitored by the Chairperson of the Clinical Review Committee.

**REVIEW:**

This Policy shall be reviewed by the Clinical Review Committee every two years or earlier as necessary.

**KEY WORDS:**

Qualified Privilege, legislative requirements