

## Privacy Policy

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### Why do we collect information?

The Tribunal collects and handles information for the purpose of conducting hearings that are required under the *Mental Health Act 2014*. For example, the Tribunal holds a patient's name, address and contact details, their status as a compulsory patient and details of their carer and nominated person if this information is recorded by their treating health service.

### What information do we receive and keep?

The Tribunal receives information:

- from health services about patients, their carers and other persons related to Tribunal hearings, and
- directly from patients, their carers and other persons related to Tribunal hearings.

The Tribunal keeps:

- applications and hearing requests from patients, their representatives and mental health services;
- decisions and statements of reasons of the Tribunal; and
- decisions of another court or tribunal that hears an appeal against a Tribunal decision.

### What we don't do

The Tribunal does **not**:

- record hearings, either by video or audio;
- receive information from other government agencies; or
- provide access to identifiable information about individuals for research purposes.

Last Updated: 1 March 2017

## How can you access information held by the us?

- The Tribunal is required to notify carers, guardians and nominated persons about Tribunal hearings.
- Other information and documents about a patient can only be provided to that patient, their legal representative or a health service.
- Contact the Tribunal in writing to request a copy of your information held by the Tribunal.
- The information the Tribunal keeps can often be released without a fee being charged.
- The Tribunal's Freedom of Information Guidelines can be accessed from our [website](http://www.mht.vic.gov.au/information-about/freedom-of-information-and-protected-disclosures/):  
<http://www.mht.vic.gov.au/information-about/freedom-of-information-and-protected-disclosures/>

The FOI Officer  
Mental Health Tribunal  
Level 30, 570 Bourke Street  
Melbourne Vic 3000  
Email: [mht@mht.vic.gov.au](mailto:mht@mht.vic.gov.au)

## How can you correct your information held by the Tribunal?

If you believe information held by the Tribunal is incorrect, please contact the Tribunal outlining what corrections you think need to be made.

## How does the Tribunal protect your information?

The Tribunal is required to protect the privacy of personal information which directly, or indirectly, identifies a person. A variety of laws and principles regulate the handling of personal and health information. These include standards for information collection, storage, access, transmission, disclosure, use and disposal:

- Mental Health Act 2014
- Freedom of Information Act 1982
- Health Records Act 2001
- Information Privacy Act 2000
- Information Privacy Principles (IPP)
- Public Records Act 1973

The Tribunal has a range of procedures to ensure that information is stored securely and retained for the period authorised by the Tribunal's Records Disposal Authority.

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