

Northcote Medical (**Practice**) complies with the [Standards for General Practice](#) promulgated by the Royal Australian College of General Practitioners (as amended from time to time) in relation to information security and electronic communications (**Standards**).

In accordance with the Standards, the person who is designated as having primary responsibility for information security and electronic communications is the Practice Manager (**Designated Practice Team Member**). The Designated Practice Team Member's responsibilities include:

- knowing who and when to call for expert advice;
- giving relevant Practice employees the contact details of any external expert, the Practice has used;
- educating the Practice team about data security and the need to follow security protocols and policies; and
- monitoring whether employees are following security protocols and policies.

## **Email Use**

The Practice requires that electronic communication (e.g. via email) is conducted with appropriate regard to the private, confidential and sensitive nature of the health information with which the Practice deals. All employees must ensure that they use internet, email and secure messaging in connection with their work in a manner which complies with the Practice's privacy obligations, and in a respectful and professional manner.

The Practice uses the following confidentiality and privilege notice on outgoing emails that are affiliated with the Practice:

Liability limited by a scheme approved under Professional Standards Legislation. This email is from Northcote Medical and has been sent on the condition that the recipient/patient agrees and acknowledges that:

**Confidentiality:** This email may contain material that is confidential and/or covered by medical professional privilege and is intended for the named recipient. Northcote Medical does not warrant that the contents of any electronically transmitted information will remain confidential. If the reader of this email is not the intended recipient you are hereby notified that any use, reproduction, disclosure or

distribution of the information contained in the email is prohibited. If you receive this email in error, please reply to Northcote Medical immediately and delete the document.

**Viruses:** It is the recipient's duty to virus scan and otherwise test the information provided before loading onto any computer system. No warranty is made that this material is free from computer virus or any other defect or error. Any loss/damage incurred by using this material is not the sender's responsibility. Northcote Medical's entire liability will be limited to resupplying the material.

### **Website Safety and Security**

The Practice has a Service Level Agreement with Quinten Aisbett of ON Q MARKETING for all web management services (**Agreement**). The Practice Manager + Communications Manager is responsible for liaising with ON Q MARKETING to ensure accuracy and currency of website content, compliance with Guidelines for Advertising of Regulated Health Services set by the Medical Board of Australia and management of the Agreement. Our website is hosted separately from Practice data.

### Email Disclaimer

This email and any attachments are proprietary and confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily reflect or represent those of Northcote Medical.

If you have received this email in error, please let us know immediately by reply email and delete it from your system. You may not use, disseminate, distribute or copy this message nor disclose its contents to anyone.

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