



Privacy Statement – Insight Medicolegal

Purpose:

The following Privacy Statement outlines how we collect, use, disclose and manage your personal information.

Insight Medicolegal Pty Ltd is committed to protecting the privacy and confidentiality of personal information in accordance with the Privacy Act 1988 (Cth)¹ and the Australian Privacy Principles² (APPs).

Why and how we collect personal information:

We collect, use, store and disclose personal and sensitive information only where it is reasonably necessary to provide our occupational therapy and medicolegal services, or where otherwise required or authorised by law.

We collect personal information directly from individuals where possible, and may also collect information from referring solicitors, insurers, employers, treating health professionals and other authorised third parties where relevant to the services we provide.

What we collect:

Personal information may include your name, contact details, medical records, employment information, insurance and claim documentation, and other information relevant to the services we provide.

We take reasonable steps to ensure that personal information is:

- collected, used and disclosed appropriately;
- kept accurate, complete and up to date;
- stored securely and protected from unauthorised access, misuse, loss or disclosure; and
- retained and destroyed in accordance with legal and professional record-keeping requirements.

Disclosure:

Personal information may be disclosed to referring solicitors, insurers, courts or tribunals, medical practitioners, treating health professionals, service providers and other organisations where necessary to provide our services, where authorised by the client or referring party, or where required or authorised by law.

Access & Correction:

Individuals may request access to, or correction of, their personal information by contacting Insight Medicolegal. We will respond to such requests in accordance with the requirements of the Privacy Act.

Complaints Process:

If you believe we have breached your privacy, please contact us in writing to info@insightml.com.au. We will investigate your complaint and respond within a reasonable timeframe.

¹ [Privacy Act 1988 - Federal Register of Legislation](#)

² [Read the Australian Privacy Principles | OAIC](#)