

## Health Information Management Statement

The John Readings group of companies ("John Readings") provides a range of integrated logistics services through its constituent businesses. John Readings interacts with its clients, employees and suppliers of goods and services in the conduct of those businesses and ancillary activities.

In the course of conducting its businesses, John Readings at times collects, uses and may disclose health information of the kind referred to in the Victorian Health Records Act 2001 ("Health Information"). In the great majority of cases where John Readings requires such information, it is within the context of the normal employment relationship with its employees.

Protecting health information provided to us is important. This Health Information Management Statement is intended to help you understand how John Readings manages health information in accordance with the Health Privacy Principles contained in the Health Records Act 2001 (Victoria).

### **Collection and use of health information**

In its capacity as an integrated provider of logistics and an employer, John Readings collects and uses health information about its employees in particular, and at times about sub-contractors and others with whom it deals. In the case of its employees, this occurs primarily in relation to assessing the fitness of individuals for particular tasks, and in relation to absences or incapacity due to accident, injury or illness. For non-employees, any health information is likely to only be collected or used in connection with personal injury or hurt to an individual which arises within the business relationship. John Readings' collection and use or disclosure of health information is for these primary purposes. In most circumstances the health information relates to the provision of medical certificates or reports. John Readings has legal and statutory obligations in relation to the collection and use of some of this health information.

To ensure the integrity and confidentiality of health information, John Readings will normally only disclose health information it holds to the individual concerned, or to someone having proper authorisation or authority to request such information, or to fulfil legal or regulatory

requirements. John Readings may also disclose health information to its advisers and other parties in connection with the present and future conduct of its business.

### **Access and correction**

John Readings endeavours to ensure that health information it collects and uses is accurate and current. Individuals can contact the company secretary (see below) for details of health information which may be held about them, or to correct any health information held. If deemed necessary from time to time, a fee may be charged for the provision of health information.

### **Storage and security of health information**

Health information is principally held within employment records in a secure and confidential environment.

### **Changes to this statement**

Any changes made to this statement from time to time will be incorporated in an updated version which will be made available on this website. A copy of the latest John Readings Health Information Statement may be obtained by contacting the company secretary at the email address below.

### **Further information**

If you would like any further information on any matter to do with either this policy or use of your health information, please contact us below.