

**KATIKATI MEDICAL CENTRE LIMITED**  
**HEALTH 365 USER PRIVACY STATEMENT**  
**health365.co.nz**

By agreeing to register for Health 365, you will obtain 24 online access to your own health information. We consider that such access has significant benefits for patients. There are, however, some things you need to be aware of:

**1. Your information will be stored online**

Your health information will be uploaded to your Health 365 and held/stored on an online platform (i.e. separate to our Practice Management System).

**2. IT Security**

The Health 365 software incorporates current best practice for IT security in order to protect your personal and health information from unauthorised disclosure. Our General Practice also has IT security policies and procedures in place to safeguard your information.

**3. Your responsibility**

Your Health 365 information cannot be accessed by any other person unless they have your username and password. You should guard against unauthorised disclosure of your information by:

- Ensuring your chosen Password (minimum length 7 characters) is robust and kept safe and secret.
- Logging off at the end of each Health 365 session.
- Using a lock screen on your access computer/device (in case your online session is interrupted).
- Using anti-spyware and virus protection software.
- Having a network firewall on your access computer/device.
- Only printing from your Health 365 in a secure environment.

**4. Your email address**

In order to guard against unauthorised disclosure of your personal and health information, it is important that your email address is personal to you and not accessible by any other person. If your email address is a shared address accessible by other people in your family or company, other people may receive communications from your General Practice via the Health 365.

**5. Cancelling your Health 365 account**

You can close your account at any time by signing into your account and editing your account profile. Your personal and health information will be permanently deleted from the Health 365 platform shortly after you close your account. Please also advise your General Practice if you have cancelled your Health 365 account.

If you use Health 365 inappropriately the Practice reserves the right to withdraw the service.

**6. Your personal health records**

The Health 365 will allow you to create your own health records. Neither your General Practice nor anyone else will have access to any health record that you create.

Please sign below to acknowledge you have read and understood this Privacy Statement and accept any charges that may be payable for services provided by the Practice through Health 365.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
E – mail address