



Information Access, Use and Disclosure Policy

1. Purpose

The purpose of the Information Access, Use and Disclosure Policy is to facilitate lawful and appropriate information access, use and disclosure by the WA health system. The policy supports the realisation of the WA health system's vision of a sustainable health system that delivers safe, high quality health care to all Western Australians.

This policy is a mandatory requirement for Health Service Providers under the *Information Management Policy Framework* pursuant to section 26(2)(k) of the *Health Services Act 2016*.

This policy is also a mandatory requirement for the Department of Health pursuant to section 29 of the *Public Sector Management Act 1994*.

This policy must be read in conjunction with [MP 0152/21 Information Management Governance Policy](#).

2. Applicability

This policy is applicable to WA health entities.

The requirements contained within this policy are applicable to the services purchased from contracted health entities where it is explicitly stated in the contract between the contracted health entity and the State of Western Australia or Health Service Provider. The State of Western Australia or Health Service Provider contract manager is responsible for ensuring that any obligation to comply with this policy by the contracted health entity is accurately reflected in the relevant contract and managed accordingly.

3. Policy Requirements

WA health entities are required to:

- comply with the [Information Access, Use and Disclosure Standards](#)
- have local policies and procedures in place that ensure compliance with this policy.

4. Compliance Monitoring

The Information and System Performance Directorate on behalf of the System Manager must ensure WA health entities comply with this policy through [Information Management Maturity Assessments](#) as prescribed in the [Information Management Governance Model](#).

Health Service Providers are required to provide to the System Manager the results of their two yearly self-assessed Information Management Maturity Assessment, and the results are subject to review for assurance purposes. In addition, Health Service Providers must provide all related local documentation including policies, processes, procedures and/or protocols to the System Manager upon request.

The Department of Health divisions are required to conduct two yearly Information Management Maturity Assessments, and the results are subject to review for assurance purposes.

5. Related Documents

The following documents are mandatory pursuant to this policy:

- [Information Access, Use and Disclosure Standards](#)

6. Supporting Information

The following information is not mandatory but informs and/or supports the implementation of this policy:

- [Information Access, Use and Disclosure Policy Resource Compendium](#)

7. Definitions

The following definition(s) are relevant to this policy.

Term	Definition
Access	Refers to the right or opportunity to use or view information. An individual enacts this access when they use, view or enter the environment in which this information is held.
Disclosure	An individual, role or group discloses information if they cause the information to appear, allow the information to be seen, make the information known, reveal the information or lay the information open to view.
Information	The term 'information' generally refers to data that has been processed in such a way as to be meaningful to the person who receives it. Information can be personal or non-personal in nature. The terms 'data' and 'information' are often used interchangeably and should be taken to mean both data and information in this policy.
Information Management Governance	A holistic approach to managing the WA health entities information by implementing processes, roles, controls and metrics that treat information as a valuable business asset.
Use	A person 'uses' information if they utilise, handle, collect or communicate information within the WA health system or employ information for a purpose.

WA health entity	WA health entities include the Department of Health and all Health Service Providers.
WA health system	Pursuant to section 19(1) of the Health Services Act 2016, the WA health system means: (a) Department of Health; (b) Health Service Providers; and (c) To the extent contracted health entities provide health services to the State, the contracted health entities.

8. Policy Contact

Enquiries relating to this policy may be directed to:

Title: Director, Information and Performance Governance

Directorate: Information and System Performance Directorate

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9. Document Control

Version	Published date	Effective from	Review date	Amendment(s)
MP 0015/16	1 July 2016	1 July 2016	1 July 2017	Original version
MP 0015/16 v.2.0	1 July 2017	1 July 2017	1 July 2020	Amendment as listed below.
<ul style="list-style-type: none"> Updated policy to align more closely with the <i>Health Services Act 2016</i> and Health Services (Information Sharing) Authorisations 2017. 				
MP 0015/16 v.2.1	17 October 2019	17 October 2017	1 October 2022	Amendment as listed below.
<ul style="list-style-type: none"> Updated policy to align new principles in the Information Management Policy Framework. 				
MP 0015/16 v. 2.2	23 July 2021	23 July 2021	1 October 2022	Amendment as listed below.
<ul style="list-style-type: none"> Amendment to page 37 of Supporting Information 'Information access, Use and Disclosure Resource Compendium'. 				
MP 0015/16 v.2.3	29 November 2021	29 November 2021	1 October 2022	Amendment as listed below.
<ul style="list-style-type: none"> Amendment to page 29 of Supporting Information: 'Information Access, Use and Disclosure Resource Compendium'. Removed reference to Data Practice Code document as it is no longer relevant. 				
MP 0015/16 v.3.0	1 February 2024	1 February 2024	February 2027	Policy review and amendments as listed below.
<ul style="list-style-type: none"> Purpose section amended to align with governance requirements. Applicability section amended to capture WA health entities and update the statement on contracted health entities. Related document: new Information Access, Use and Disclosure Standards. Supporting information: Compendium updated with contemporary guidance. Definitions section amended to remove terms no longer referred to in the policy and/or standards. 				

10. Approval

Approval by	Dr David Russell-Weisz, Director General, Department of Health
Approval date	15 June 2017

This document can be made available in alternative formats on request for a person with a disability.

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