

People, Culture & Safety Headquarters
Health Services
8 Lakeside drive, East Burwood VIC 3151
E: hflp@cfa.vic.gov.au



CFA's Healthy for Life Program - Historical Data Retrieval

The Healthy for Life Program (HFLP) service has been provided by CFA Health Services Team to employees and volunteer members since August 2011. The database used to store individual's personal information collected from the HFLP is located in a program and stored on CFA's ICT platform.

The current application is out-dated and unsupported, and has been experiencing limited access and functionality for the past 18 months. CFA ICT Services have advised that the application is nearing "end-life" effective as of 14th January 2020. The Healthy for Life Program will continue the same service delivery however individuals will retain their own information and session results within a generic health programs booklet.

It is important to note that any personal information currently archived on the HFLP database will not be able to be transferred to another application in the future, therefore if you would like to retrieve your historical information the following process will occur;

- CFA employee/volunteer member to send the completed "Historical Data Retrieval Request" form via email address, hflp@cfa.vic.gov.au or postal address, 8 Lakeside Drive, East Burwood VIC 3151. **Attention:** Health Promotion Coordinator.
- Health Promotion Coordinator will send your historical data to the nominated email address / postal address within a 7day response timeframe.

PLEASE NOTE:

- Timeframe for request of retrieval of your health information is **Friday 14th January 2020**

Ongoing Confidentiality

The confidentiality of your records will continue to be maintained in line with the Privacy & Data Protection Act (2014) and Health Records Act (2001). Access to these records will be restricted to those who are involved in the administering of the Healthy for Life Program, and who have signed confidentiality agreements.



HFLP Health Information Retrieval Request

I request to CFA's Health Services, Health Promotion Coordinator to retrieve and send any information relating to me collected as part of the "Healthy for life Program", for the purposes outlined on page 1 of this document.

Name _____ Date _____

Employee Number / Volunteer Member Number _____

Signature _____

Please send my historical health information to the below nominated email address / postal address.

Email Address _____

Postal Address _____
