**Policies and Procedures for the use of NASH PKI Certificate for Healthcare Organisations**

***Please note that the following is intended as a guide only and should be tailored to meet the needs of your organisation. We do not recommend implementing the policies and procedures without first considering whether it meets your needs.***

1. **PURPOSE**

The NASH PKI Certificate for Healthcare Organisations Terms and Conditions require the healthcare organisation to have a set of policies and procedures in place governing use of the NASH PKI Certificate.

This document describes the policies and procedures that are involved in the usage of the NASH PKI Certificate within [Healthcare Organisation Name].

1. **POLICIES AND PROCEDURES**

The policies and procedures stated in this document should be known and understood by everyone within [Healthcare Organisation Name] using the NASH PKI Certificate for the organisation.

The NASH PKI certificate for the organisation will be securely stored by the Responsible Officer (RO) or Organisation Maintenance Officer (OMO).

[Healthcare Organisation Name] will not give its NASH PKI certificate to any other entity or organisation or allow any unauthorised person to use the PKI Certificate, except for any outsourced information technology service provider engaged by it to act as its agent in using its Certificate.

NASH PKI certificates for the organisation should only be used for proper purpose as defined in the NASH PKI certificate terms and conditions.

Individuals who have used the NASH PKI certificates for the organisation understand that they can be identified in respect of each use and the role they performed in respect of that use and are responsible and accountable for this use.

Individuals must notify the Practice Manager immediately whenever the NASH PKI certificate for the organisation is lost, destroyed, stolen or compromised. [Healthcare Organisation Name] must promptly notify Services Australia of the possible loss, destruction or theft of its Certificate, or in the event that [Healthcare Organisation Name] considers or suspects that its Certificate has been compromised.

1. **STAFF RESPONSIBILITY**

It is the responsibility of all administrative staff to support the use of NASH PKI certificates by undertaking any administration tasks involved in its maintenance and use.

1. **RELATED RESOURCES**

[*NASH PKI Certificate for Healthcare Organisations Terms and Conditions of Use*](https://www.humanservices.gov.au/sites/default/files/2018/07/nash-pki-org-terms-and-conditions-of-use.pdf)