

## CLIENT CONSENT FORM

For MacKillop staff to provide the best possible support we need to collect and store personal and sensitive information about you and your family. This information will be kept safe and private according to the law

Some important things to understand:

- Your information may be shared between different MacKillop services and identified Government Departments if needed to provide a support or service.
- You can ask to look at the information that is being collected at any time and ask for corrections to be made.
- MacKillop will not normally share your information without your consent.
- MacKillop may share information for evaluation, research and advocacy purposes or for reporting to funding bodies. Your information will be de-identified, which means people will not know the information is about you.
- Sometimes MacKillop staff or external auditors may need to look at MacKillop records for quality assurance. These people will not share your information.
- If we have concerns about your safety or the safety of the people around you, then we have to contact others to make sure everyone stays safe. This may include other services, child protection services or the police. If needed, we can do this without your consent.
- You have the right to withdraw your consent. You can do this by asking MacKillop staff or writing a note. This may impact our ability to provide support to you.

## MY CONSENT

The information in this form has been explained to me, and I give permission to MacKillop to collect, use and store my personal details, as explained above.

I have been given a copy of the MacKillop Privacy Statement Summary and I understand what it is about.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

OR

*As the Guardian/Power of Attorney/Person responsible/Nominated person of:*

Name:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Privacy Statement Summary

MacKillop Family Services (MacKillop) collects information from clients, staff and volunteers when providing supports and services as outlined at the end of this form.

### What we collect and why

In providing services to clients, employing staff and engaging volunteers (including carers) personal information including sensitive information is collected, held and maintained by MacKillop. This information is stored securely on electronic databases, in locked filing cabinets and in secure archive services. All information collected by MacKillop will be used only for the primary purpose intended.

### Personal, sensitive and health information

Personal, sensitive and health information may include information relating to abilities, medical conditions, cultural background, ethnicity, gender identity, sexual orientation or religion. Where you provide us with personal, sensitive or health information, we will only use this information to support us to meet your particular needs. Your privacy is important to us and we are committed to protecting the information we collect, monitoring its use and maintaining its integrity. Where the intention includes confidentiality, the information will be retained as such, unless otherwise required by law.

### The release of information

At times we are obliged to forward information to, or create reports for other service providers or government departments. MacKillop discloses information to third parties where there is a legal or regulatory requirement to do so. Where information is required for internal or external statistical research, evaluation or reporting purposes, all identifying details will be removed. Disclosure of such information is in accordance with our written policies and limited to the intended purposes as agreed with MacKillop.

MacKillop may disclose personal information to other organisations that help with our work or to facilitate the provision of services. This information is disclosed with the understanding that all parties comply with Commonwealth and state legislation and the information disclosed is for the specific purpose we ask them to perform.

### MacKillop services covered by this Privacy Statement Summary

Education and training	Family violence services
Family support services	Homelessness services
Support for children and young people	Heritage and information services
Residential, foster/home based and kinship care	Research, evaluation and advocacy activities
Disability services	Training and development activities
Therapeutic and clinical services	Fundraising

### MacKillop is bound to adhere to the following Commonwealth and state legislation

Privacy Act 1988 (Commonwealth)	Family Violence Protection Act 2008 (Vic)
Privacy and Personal Information Protection Act 1998 (NSW)	Privacy and Data Protection Act 2014 (Vic)
Health Record and Information Privacy Act 2002 (NSW)	Freedom of Information Act 1992 (WA)
Children and Young Persons (Care and Protection) Act 1998 (NSW)	Information Privacy Act 2014 (ACT)
Health Records Act 2001 (Vic)	Information Act 2002 (NT)
Children, Youth and Families Act 2005 (Vic)	Children and Community Services Act 2004 (WA)

To access a full copy of the MacKillop Services Privacy Statement you can visit [www.mackillop.org.au/services-privacy-statement](http://www.mackillop.org.au/services-privacy-statement)

By law, you are generally entitled to access your personal information. You can request more information about how to access information held by MacKillop by emailing [privacy@mackillop.org.au](mailto:privacy@mackillop.org.au) or telephoning (03) 9699 9177 and asking for the Privacy Officer.