

Privacy, Confidentiality and Consent Form.

Unify Disability Services provides various supports which often require information about participants for various reasons. We understand that sharing sensitive and confidential information is not always easy, especially when information is stored and collected between practitioners. That's why, in this form we outline, with complete transparency, the reason for collecting information, the type of information we are collecting, where we will store the information, who will have access to the information, and what we will use the information for. All our standards and regulations are strictly aligned with the Australian Privacy Principles (APPs), as well as The Privacy Act (Cth; Privacy Act).

Why do we require your information?

Disability and Mental Health services are very much tapping into the uniqueness of the individual. At Unify Disability Services, we aim to do just that - to provide you with supports tailored to each client's specific needs. In order for that to happen and for each client to receive their due support, we often require additional information to streamline the services and be able to understand the client in all facets. This not only allows for smooth service, but an effective one. This may include reading reports by other practitioners, being told information by various stakeholders and associated parties and attaining legal and other documents. This also includes disclosure of personal information if, and only if, it is of benefit to the service you're being provided, in accordance with the Disability Act. If you do not sign this consent and provide us with consent to access and disclose your personal/private information, Unify Disability Services may be unable to provide you service.

What type of information would we collect?

The type of information collected, in accordance with the Privacy Act, is only that which supports and enhanced client-related services.

This includes other practitioner, clinician and support reports, medical information, legal proceedings/history, information on your indigenous origin (if applicable), country of birth, demographic information, address and government information such as Centrelink, medicare, and/or healthcare information.

How will we disclose, attain, store and use you information?

Disclosure. Personal information can be disclosed to other parties via email, phone or by hard-copy documentation. Often, it may be a legal requirement to disclose information. This is often the case if funding or other government agencies (i.e. NDIS) require information about you which may assist in your safety, use of restrictive practices and/or funding information. Additionally, if a representative of Unify Disability Services appraises that you and/or anyone around you are in immediate risk and/or danger, we may be legally required to disclose this information to the relevant authorities (i.e. Victoria Police and/or DHHS). Only the information which will be of use to you will be shared. Our practitioners and representatives will ensure that your information will be useful to other parties before disclosing information about you, and where possible, your circumstances information, disability, impairment, condition and/or behaviours may be disclosed without any identifiable information associating you with the information. Your information will only be disclosed on platforms under Unify Disability Services and during work/client-related hours only.

Attainment. We may attain your information by asking you directly, or we may approach/request this information from others on your behalf. Signing this document hold legal merit for the acquisition of your information from other parties.

Storing Information. All information collected about you will be stored under your client information in a Client Related Management Software designed specifically for client interaction and documentation storage. Information is also stored on personal practitioner accounts with secure drives, which are password protected at all times. All information is backed-up on a password-protected cloud drive, so that if at any time any practitioner/representative's computer or drive has been compromised or hijacked, the information can be instantly deleted after several incorrect attempts to access the

Information is also printed and stored as a hard copy variant in specialised and individualised folders, which are stored in key-locked filing cabinets to prevent unauthorised access. Such folders will only be available and unlocked during the physical presence of an authorised member of staff.

Use. Your information will solely be used for your safety, the safety of others and to enable the most effective and efficient support for you. Unify Disability Services also maintains a shredder machine on sight which will be used when hard copy information is/has become no longer necessary. If any information is no longer required for any reason, Unify Disability Services will immediately take the appropriate actions to de-identify and/or destroy the relevant Private or Confidential information.

How will your information be managed?

The aforementioned legal requirement set out by the APPs and The Privacy Act required Unify Disability Services to comply with various means by which we can use and manage your information. Unify Disability Services is committed to following these guidelines to protect your private information. According to these regulations, Unify Disability Services must adhere to the following with regards to your Private and Confidential information:

- Inform you of the reason for collecting your information and our boundaries as a company;
- Store the information in a secure and manner which regulates the access and disclosure of your information;
- Inform you of who will have access to your information, how they will access it and the reason for their access;
- Only disclose your information to other parties when the law requires us to do so, when you have consented for us to do so or when we advise you that we will provide your information to other parties.
- Only use the information for the purposes with which we outlined the information is used for. This includes using the information for beneficence and not maliciously or inhumanely.
- Explain your legal rights and requirement with regards to providing and being informed about the provision of your Confidential and Private information.

Consent and Acknowledgment for Unify Disability Services to attain, store, use and disclose information as set out in this policy.

By signing this document you (or your guardian/representative) indicate that you agree to all the aforementioned statements. By checking the boxes you (or your representative/guardian) is providing us with the necessary legal permission to use, disclose, attain and/or store your information which may be Personal, Private and Confidential. This agreement is to be followed in accordance with the APPs and The Privacy Act.

Please note that, legally, you have the permission to withdraw you consent from Unify Disability Services, to prevent the acquisition, use, storage and disclosure of Personal, Private and Confidential information with other parties. Unify Disability Service may not be able to provide or may refuse to complete services if this measure is taken.

If any information is required or you have any queries, the complete details of this Policy can be discussed further. Please feel free to email a Unify Disability Services representative to discuss this matter further. We can be reached using the following details.

Email: Admin@unifydisabilityservices.com.au

Mob. 0422 107 519

Please view the next page and fill in/mark the relevant fields.

Client Name: _____

NDIS Number: _____

Guardian/Representative Name: _____

Ticking the boxes below indicates that you provide us consent to undertake the relevant collection, use, storage and/or disclosure of information relating to you. Please note that this document is effective immediately when signed and will last for until the service is terminated by either you or Unify Disability Services or you provide us verbal or written request to withdraw your consent.

- I (or my guardian/representative) give consent to Unify Disability Services to collect and use my personal information for the uses outlined in this Privacy and Consent Policy and in accordance with the APPs and Privacy Act.

- I (or my guardian/representative) give consent to Unify Disability Services to disclose and request my personal information to and/or from other service providers, practitioners and other professions for the uses outlined in this Privacy and Consent Policy and in accordance with the APPs and Privacy Act.

- I (or my guardian/representative) give consent to Unify Disability Services to disclose and request my personal information to and/or from other government agencies, departments or authorities for the uses outlined in this Privacy and Consent Policy and in accordance with the APPs and Privacy Act.

- I (or my guardian/representative) give consent to Unify Disability Services to disclose my Personal information with other registered and accredited third-party agencies for the purposes of quality control, auditing and reviewing of supports, and for the uses outlined in this Privacy and Consent Policy and in accordance with the APPs and Privacy Act.

I consent to the collection, use, storage and disclosure of my information for the purposes outlined in this

Client Name/Representative Name: _____

Client/Representative Signature: _____

Date Signed: _____

This document will be stored safely with Unify Disability Services as a legal document of authorisation. You can ask for a copy of this document at any time. If you have any questions, please do not hesitate to contact Unify Disability Services via email (admin@unifydisabilityservices.com.au), Phone (Mob. 0422 107 519) or visit our website, www.unifydisabilityservices.com.au.