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**Privacy and Consent Form**

**Behaviour Support 4 Kids respects your privacy.**

This statement explains why we collect and use your personal information and the parties to whom your information may be disclosed and obtains your consent to such collection, use and disclosure.

**Using and sharing your personal information**

The personal information we process about you will include information about you and your disability. This information may take many forms including as written by us and by other health professionals as well as photographs and videos of you and your condition taken by us or other health professionals.

We use your personal information to provide, manage and administer care to you and for purposes directly or indirectly related to providing, managing and administering such care.

In addition to this, we may also share your personal information with:

* your doctor and other NDIS providers
* government and regulatory bodies, including the National Disability Insurance Agency, Medicare, other state-based disability government agencies, and the Australian Taxation Office
* NDIS approved auditors for the purposes of undertaking audit and other quality assurance activities in respect of Behaviour Support 4 Kids related to Behaviour Support 4 Kids obtaining or maintaining registration as an NDIS registered provider. As a Participant, you will be automatically enrolled in NDIS audits. However, you may opt out at any time.
* people acting on your behalf including their nominated representatives, legal guardians, executors, trustees and legal representatives
* the police, or to the Disability Services Commissioner, or to comply with compulsory notices from courts of law, tribunals or Government Agencies
* financial institutions for payment processing
* Behaviour Support 4 Kids' contracted service providers
* others, without your consent, if we are required by law to do so
* other persons as specified in our Privacy and Dignity Policy.

**Complaints and Incidents**

The Behaviour Support 4 Kids Privacy and Dignity Policy contains information about how you can access the personal information we hold about you, how you can make a complaint about a breach of your privacy or the Privacy Act and how we will deal with your complaint (i.e. in accordance with our Feedback and Complaints Management Policy).

Any breach or alleged breach of your privacy will be taken seriously. In each case, the incident must be reported and managed in accordance with our Incident Management System set out in our Incident Management and Reporting Policy. For more information see our Incident Management and Reporting Policy.

You can contact us using the details set out below if you have any questions or concerns including to request a copy of our Privacy and Dignity Policy, Feedback and Complaints Management Policy or Incident Management and Reporting Policy.

Emma Zarcinas

Behaviour Support 4 Kids Pty Ltd

Email: Emma@behavioursupport4 kids.com.au

Telephone: 0434427576.

OR access these documents through our website at behavioursupport4kids.com.au

**Can I withdraw or amend my consent to the use of my personal information?**

You may withdraw or amend your consent to Behaviour Support 4 Kids using your personal information at any time by written notice to Behaviour Support 4 Kids.

**Don’t understand something? Let us know!**

We want to communicate with you in a way that you understand. While we endeavour to use plain language and we have relationships with interpreters and advocates that can assist if you can’t understand us or we can’t understand you.

Behaviour Support 4 Kids is more than happy to arrange a qualified interpreter to help you understand this document.

**PLEASE COMPLETE EITHER A OR B BELOW:**

**A. Participant Consent**

I have read this Privacy Consent Form and have access to the Behaviour Support 4 Kids Privacy and Dignity Policy and consent to the use of my personal information for the purposes set out above and in accordance with my preferences set out below and in the Behaviour Support 4 Kids Privacy and Dignity Policy.

Name of Participant:

……………..………………………………………………………………

Signature:

……………..………………………………………………………………

**B. Guardian/Parent Consent on behalf of Client**

I am authorised to act on behalf of

…………………………………………………………………………………………………………………………………………………………….

and I have access to and have read the Behaviour Support 4 Kids Privacy and Dignity Policy. I consent on behalf of the stated Client for the use of his/her personal information for the purposes set out and in accordance with the preferences set out below.

I also consent to my personal information being used to administer this consent and to provide evidence of this consent to third parties.

Name of Representative:

……………..……………………………………………………………

Relationship of Representative:

…………………………………………………………………………..

Signature

……………..……………………………………………………………

**KEEPING OTHER PEOPLE INFORMED (PLEASE COMPLETE AS APPROPRIATE)**

**Privacy Consent Form**

1. Irrespective of any request received, I direct you NOT to provide my / the Participant’s personal information to: (please specify name/details) …………………………………………………………………………………………………..……………………………………………………….

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2. In addition to the categories of people set out in this Privacy Consent Form and the Behaviour Support 4 Kids Privacy and Dignity Policy, I consent for you to disclose my / the Client’s personal information to (please specify name/contact details)

…………………………………………………………………………………………………..………………………………….......................

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**WITHDRAWAL OF CONSENT (PLEASE COMPLETE IF APPLICABLE)**

3. Notwithstanding the above, I do not give my consent for Behaviour Support 4 Kids to use my / the Client’s personal

information for:

☐ conducting quality assurance activities including conducting surveys, research and analysis and

resolving complaints.

☐ NDIS audit and other quality assurance activities in respect of Behaviour Support 4 Kids related to

Behaviour Support 4 Kids obtaining or maintaining registration as an NDIS registered provider

☐ promoting Behaviour Support 4 Kids and its activities, including through events and forums

☐ recruiting employees, contractors and volunteers

☐ evaluating Behaviour Support 4 Kids’s work and reporting externally

☐ carrying out internal functions including training

☐ receiving marketing communications from Behaviour Support 4 Kids, that consent will remain current until they advise Behaviour Support 4 Kids otherwise. However, individuals can opt out at any time

☐ where the personal information comprises photos, publication on Behaviour Support 4 Kids’s website or social media profile

☐ such personal information being recorded in audio and/or visual format

☐ I would like to receive a copy of this signed privacy consent form and the Privacy and Dignity Policy.

Email or Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration by Behaviour Support 4 Kids Staff Member: Emma Zarcinas**

I declare that I have explained the matters on this form to the Client, including how their personal and sensitive information will be handled.

Signed for and on behalf of Behaviour Support 4 Kids Pty Ltd ABN 18 658 931 661 (Behaviour Support 4 Kids), by:

Name:

**Emma Zarcinas**

Signature

……………..……………………………………………………………