

## YWCA Housing Consent to Share

YWCA Housing will comply with relevant privacy legislation and in the standards set for dealing with personal information outlined in our Policy, Practice Guidelines and Procedures.

***This organisation will work closely with other agencies to coordinate the best support for you. Your informed consent for the sharing of information will be sought and respected in all situations unless:***

- ***we are obliged by law to disclose your information regardless of consent or otherwise.***
- ***it is unsafe or impossible to gain consent or consent has been refused, and,***
- ***without information being shared, it is anticipated a child, young person or adult will be at risk of serious harm, abuse or neglect, or pose a risk to their own or public health or safety.***

### Primary Purpose Consent

The primary purpose(s) of this service has been explained to me and I consent to the sharing of my personal information to assist in achieving the primary purpose(s). ☐ YES ☐ NO

### Proposed Use and Disclosure of my personal information

I understand that the following service(s) are recommended and relevant information about me may be forwarded to the agency(s) that provide these services, in order that I receive the best possible service.

Service Type <i>Eg. Bond Loan, Housing, Support</i>	Name of Agency <i>Eg. DHHS for Bond Loan</i>	Type of Information including limits as applicable

### Securing Private Information

YWCA Housing must comply with strict guidelines around who accesses the information and how the information is collected and stored. Client information is stored in accordance with The Privacy Act 1988 (Cth), all information will be stored securely to prevent loss or misuse.

### Record of Client Consent

<b>Written Client Consent</b>
<p><i>YWCA Housing, or my referring agency noted above, has discussed with me how and why certain information about me may need to be provided to other service providers.</i></p> <p><i>I understand the recommendations and I give my permission for the information to be shared as detailed above.</i></p> <p><b>Signed:</b></p> <p>X _____</p>
<p><b>Signed by:</b> <input type="checkbox"/> Client    OR    <input type="checkbox"/> Authorised Representative</p>
<b>Name:</b>
<b>Date:</b>
<b>Witnessed:</b>

<b>Verbal Consent</b>
<p><b>YWCA Office Use Only</b></p> <p>Verbal consent should only be used where it is not practicable to obtain written consent.</p> <p><i>I have discussed the proposed referrals with the client or authorised representative and I am satisfied that they understand the proposed uses and disclosures, and have provided their informed consent to these.</i></p> <p><b>Signed:</b></p> <p>X _____</p>
<b>Name (YWCA Staff):</b>
<b>Position:</b>
<b>Date:</b>