**Client Consent**

Dardi Munwurro collects personal, sensitive and health information so we can:

* Support you and better understand your needs
* Plan, deliver, monitor and evaluate our services to you

Your information is securely stored to ensure privacy and confidentiality.

Please see the reverse side of this form for a full description of Dardi Munwurro’s’ approach to your Information Rights and Responsibilities.

I have discussed my information Rights and Responsibilities with my Dardi Worker.

I understand my information Rights and Responsibilities when engaging with Dardi Munwurro.

Please tick each separate box if you consent to:

My personal information to be collected, used and disclosed in accordance with **Dardi Munwurro’s’** **Client Rights and Responsibilities** information

My de-identified information being shared, when appropriate, within **Dardi Munwurro** and transferred to our funders as required.

My de-identified information to be used for the purposes of evaluation conducted by **Dardi Munwurro** and our funding agencies.

My child(ren)’s de-identified information to be used for the purposes of evaluation conducted by **Dardi Munwurro.**

Being contacted at a later date to participate in evaluation.

To be contacted by Dardi Munwurro to receive information about Dardi Munwurro events and programs.

I also consent to being contacted by **Dardi Munwurro** by the following means; (please tick*)*

Email  Telephone  SMS  Postage (to home or other nominated address)

**Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /**

**Dardi Worker Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dardi Worker Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /**

**Dardi Munwurro**

Dardi Munwurro is a specialist First Peoples family violence service. Our vision is to build stronger families and safer communities. We do this by delivering a range of family violence programs, to break the cycle of inter-generational trauma in First Peoples families and communities.

**Why is information collected and used?**

Dardi Munwurro collects personal, sensitive and health information so we can:

* Support you and better understand your needs
* Plan, deliver, monitor and evaluate our services to you

Dardi Munwurro is required by law to comply with Commonwealth and State Government Privacy requirements, including the *Commonwealth Privacy Act 1988, the Victorian State Government’s Health Records Act 2001* and the *Australian Information Privacy Principles*.

**Can I access my information you have on record?**

**Yes.** You are entitled to access your personal information by making a request at any time through your Dardi worker.

Dardi Munwurro will provide it in person, by mail or by email. Dardi Munwurro will discuss how to provide it with you.

Dardi Munwurro may refuse a request by an individual to access their personal information if providing access would interfere with the privacy of others or breach confidentiality.

**Where’s all my information kept?**

Dardi Munwurro is committed to protecting your personal and sensitive information. Your information is stored in a protected database. Dardi Munwurro workers may also use external database managed by another service, agency or stakeholder. These are also protected databases. Dardi Munwurro takes reasonable steps to ensure that personal and sensitive information is protected from misuse, loss and unauthorised access.

**Who can see my information? And will it be shared with anyone else?**

Only your Dardi workers and Dardi staff who directly support the Dardi workers can access your information.

Your information will be shared with other professionals only if you agree to it. There are some exceptions to this, including:

* It is required by law; or
* We reasonably believe that sharing your personal information is necessary to prevent or minimise serious and/or imminent threat or risk to the life, health or safety of an individual or child; or
* There is a serious threat to public health or safety

We will take the following steps when handling your information:

* Make sure we are sending it to right person by double checking the email address
* Store any hard copies of confidential information not being used in a secure cabinet or room
* Not leave documents containing personal information unattended on photocopiers, fax machines or printers
* Lock computer screens when left unattended
* Only print documents when absolutely necessary and securely dispose of unneeded copies of information
* Limit taking hard copy information away from secure sites
* information when travelling, e.g. in briefcase, folder

**Personal** information will only be shared by Dardi in the circumstances described above. In order to minimise the risk of an unauthorised disclosure or privacy breach, Dardi workers will:

* Check with their manager before sharing confidential information if they are unsure
* Not use Internet-based file sharing software to share confidential information (e.g. BitTorrent, Dropbox).

**Any other questions or concerns?**

Please speak to one of our staff if you have any other questions or concerns about your information, whilst you are engaging in our services. You can contact our staff by phone on 03 8456 3044 or email [info@dardimunwurro.com.au](mailto:info@dardimunwurro.com.au).