



Consent for Use of Personal Information

Mid Coast Outreach collects and stores your personal information that is relevant to our services, programs, interventions, and client case management.

This includes information such as names, addresses, email addresses, phone numbers and relevant family members.

This Personal Information is obtained in many ways including interviews, correspondence, by phone, by email, via our website and our Mid Coast Outreach facebook page, and from other publicly available sources or third parties.

I understand and consent to the following for any personal information collected:

**Tick box for
Consent**

Description

The information will be kept in a confidential case file, with access restricted to those who are directly responsible for providing our services, welfare programs, interventions and case management.

Only personal and health information that is relevant and necessary is collected for the primary purpose of providing our services to you. We may also use your personal information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

The information we gather is directly from you however in times of crisis or when it is impracticable to do so we may need to gather information from your family members for crisis support and your safety.

We store your information securely and hold it no longer than necessary for the purpose for which it was obtained. We will take reasonable steps to destroy or permanently de-identify your personal information. For legal purposes we must maintain certain records or data for 7 years.

I understand my Personal Information may be disclosed in certain situations including the following

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.
- In emergency situations in which consent is unable to be obtained and it is deemed necessary for your safety or well being.

or

I do not consent to the use of my personal information

We will take reasonable steps to make sure that your personal information is accurate, complete and up to date. You may access the personal information we hold about you, subject to certain exceptions. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable, so we can update our records.

Full Name:

Date:

Signature: