



CLIENT DISCLOSURE CONSENT FORM

Te Hau Āwhiowhio o Otangarei Trust process brings together Supports / Services / Agencies / Ministries that can assist your family/whānau deal with your concerns.

Te Hau Āwhiowhio o Otangarei Trust needs your permission for these supports and/or services to become involved in the process. Sometimes these services / agencies need to share your information with the other agencies involved in your matters.

Te Hau Āwhiowhio o Otangarei Trust needs your consent for them to do this.

Privacy Statement for Collection of Personal Information

Te Hau Āwhiowhio o Otangarei Trust is a Not for profit - Urban Maori Provider that has a number of services some of which are contracted through Government Contracting. Our contracts require that we collect some information about your family/whānau during our service provision Pathway.

The Privacy Act 1993 requires us to tell you that:

- All personal information you share with the Te Hau Āwhiowhio o Otangarei Trust kaimahi and staffing in your case will be held by Te Hau Āwhiowhio o Otangarei Trust, and dealt with according to the Privacy Act 1993. Your records will be kept securely.
- This information is being collected to provide Trust services to you and your family/whānau.
- Your personal information will only be shared with agencies/services involved in your case, or if we are required by law to release that information.

Under the Privacy Act 1993, you have the right to ask to see all the information Te Hau Āwhiowhio o Otangarei Trust holds about you and to ask us to correct that information.

Giving your consent

This consent form sets out the choices you have when you engage with the Trust services process. It also explains how your personal information will be used. If you do consent to your information being shared, you have the right to change your mind at any time.

I understand and agree that:

1. The person/agency, service organising the meeting has explained the Trust process and its possible benefits to me.
2. Information may be shared with the agencies/services named on this form, not just individual workers from those agencies/services.
3. I can decide to no longer take part in the Trust services at any time.
4. By signing this form I consent to the selected agencies/services being involved.
5. Information about my whānau/family's Te Hau Āwhiowhio o Otangarei Trust process will be used for statistical purposes, but only information that does not identify any member of my family/whānau.
6. The referring Kaimahi explained the complaints process to me. If I make a complaint, Kaimahi that take part in Te Hau Āwhiowhio o Otangarei Trust Pathway will follow their Organisation complaint procedure.
7. The Trust will only share my information with other agencies/services involved in this case. They will follow their agency's confidentiality code.
8. My family/whānau can choose to bring support people to the meeting.
9. I can make suggestions about the meeting venue, cultural protocol to follow at the meeting, and any other needs I may have, such as translators, disability access, etc.
10. I have read the privacy statement (see above) and I understand how my whānau/family's personal information may be used.
11. I am entitled to a copy of this consent form.

Name: _____

Signature: _____
(whānau / caregiver / parent)

Name: _____

Signature: _____
(Kaimahi / Trust staff)

Date: _____

Please send this consent for to referrals@otangarei.org with the referral form.

Note: This form is to be completed by the family/whānau before the first meeting.