

RED CROSS PRIVACY COLLECTION NOTICE

<p>Who is collecting the information?</p>	<p>Information is collected by Red Cross staff for the Australian Red Cross Society. Privacy concerns can be sent to:</p> <p style="padding-left: 40px;">General Counsel Australian Red Cross 155 Pelham Street CARLTON VIC 3053 03 93451800 or by email privacy@redcross.org.au</p>
<p>Facts and circumstances of collection</p>	<p>Red Cross is collecting personal information from you about your child or children, including health and other sensitive information as you are an intending or present client of Lady Lawley Cottage. Information is collected for initial and/or ongoing residential/respite or community service assessment. If you are/have been accepted into the program, personal and sensitive information about your child or children will be collected as required.</p>
<p>Is the collection being made because a law or Court order applies?</p>	<p>No law or Court order applies to the collection of this information.</p>
<p>Why does Red Cross need to collect this information?</p>	<p>We need to collect this information during the assessment for entry and/or continuation into the residential, respite and/or community services program(s), so we can assess your child's or children's needs and provide them with the required services.</p>
<p>The primary purpose for which the information is being collected</p>	<p>The primary purpose is to provide your child or children with the appropriate services that best meet their needs.</p>
<p>The secondary purpose for which Red Cross is collecting this information</p>	<p>A secondary purpose is to liaise with other services and funders as and if required, to coordinate the provision of services to your child or children by Lady Lawley Cottage and to provide you with information about our services. Organisations we may disclose this information to are set out below. We will also, on request, provide you and/or the other parent of the child and/or children (when appropriate) with information from their case file. We are legally entitled to withhold some information from you, and if so we will tell you that have happened.</p>
<p>What happens if Red Cross doesn't collect this information?</p>	<p>If Red Cross does not collect this information, your child or children would not be able to participate in Lady Lawley Cottage services.</p>
<p>Anonymity/nickname</p>	<p>If Red Cross does not collect your actual name we may be unable to accept your child or children at Lady Lawley Cottage services.</p>
<p>The organisations we usually disclose this information to are</p>	<p>Your information will be disclosed to agencies such as Centrelink, housing organisations, funders, education providers, legal professionals and medical personnel who are providing services to your child, and law enforcement authorities. Red Cross may be legally obliged to provide your information to organisations such as Family and Community Services, Princess Margaret Hospital, Disability Services Commission, Department of Child Protection, National Disability Services Agency and other Government Agencies as required or when those Agencies legally request it, and to a Court, if Red Cross is issued with a subpoena. You will sign Consent to that effect</p>

Access and correction	Information about accessing your information and requesting corrections is set out in Red Cross' privacy policy at http://www.redcross.org.au/privacy.aspx . You can request a hard copy of our privacy policy by contacting the representative at the end of this form.
Complaints	Information about how to complain is also in the Red Cross Privacy Policy. You can also complain direct to the Privacy Commissioner at www.oaic.gov.au
Will my information be stored offshore?	No. Your information will only be kept by Australian Red Cross in Australia.

CONSENT TO RELEASE OF INFORMATION

I..... (or guardian) have had the Red Cross Privacy Collection Notice explained to me.

I consent to Red Cross, Lady Lawley Cottage releasing information about my child/children (including sensitive information) collected in connection with their participation in Lady Lawley Cottage services to agencies such as Centrelink, housing organisations, funders, education providers, medical/health Providers, government agencies and law enforcement authorities as required. I also consent to Lady Lawley Cottage obtaining information about my child or children from other organisations and agencies associated with my child's or children's participation in the service.

I also agree that personal information about my child/children may be released on request to the other parent of my child or children (when appropriate).

The safety and wellbeing of my child or children takes precedence over the protection of confidentiality or privacy, so this information can be exchanged without my consent. Red Cross is legally obliged to disclose information to Family & Community Services, Disability Services Commission, Department of Child Protection, National Disability Services Agency and other Government agencies as required or when those agencies legally request it, and to a Court, if Red Cross is issued with a subpoena.

However Lady Lawley Cottage is committed to best practice and will, wherever possible, seek consent first from clients before contacting other agencies for information or providing information to other agencies under compulsion of law.

Please note that Lady Lawley Cottage is required to release information about service users (without identifying you by full name or address) to Disability Services Commission, and to the Australian Institute of Health and Welfare, to enable statistics about disability services and their clients to be compiled. The information will be kept confidential. This information is used for statistical purposes only and will not be used to affect your entitlements or your access to services. As a user of National Disability Agreement services you have the right to access your own files and to update or correct information included in the Disability Services National Minimum Data Set collection.

Signed:

Print Name:

Dated:

Please return the completed form via email to: wallcinfo@redcross.org.au OR Fax to: (08) 9384 0292