

Information Use Consent Handout

Inclusive Disability Assist (IDA) collects, uses, and stores Personal Information only for purposes that are reasonably necessary to undertake our functions or activities and to provide our Services in a personalised, safe, and efficient manner. The information we collect and keep helps us to provide a quality service for our clients and meet our legal and funding requirements. It is important that you are aware that we collect and share information about you and that you understand your privacy rights. You (or your legal guardian) will need to provide consent regarding information collection and sharing while participating in an IDA service.

What Information Do We Collect and Share About You?

We may collect and hold information about you which we consider is required in order for us to provide our Services to you.

What Are My Rights?

IDA is required by law and committed to maintaining and protecting your information, in accordance with Commonwealth Privacy Act 1988, Australian Privacy Principles and IDA Privacy Policy. You have the right to request access to information that IDA collects about you and to request the correction of records if you believe your Personal Information is incorrect, incomplete, out of date or misleading.

In certain instances we may not be required or able to provide you with access to your Personal Information. If this occurs, we will give you reasons for our decision not to provide you with such access to your Personal Information in accordance with the Privacy Act.

Sharing Information with Others

We may share your information with our affiliates, staff members, related entities and third parties who assist us in providing services to you, or in operating our business. You can nominate the organisations and people you consent for IDA to share information with about you when completing your Care Plan or by contacting the Manager or Service Delivery Coordinator.

You can also indicate who you don't want your information shared with. Your participation in our service may be subject to sharing of information with certain people and organisations and if you do not consent to any disclosure then we may not be able to provide our services to you - the person completing this form with you will advise you on this and provide the opportunity for you to ask questions.

The services we have listed for nomination are The Office of the Public Guardian, The Public Trustee of QLD, National Disability Insurance Agency (NDIA), National Injury Insurance Scheme (NIIS), Queensland Health, Queensland Corrective Services, Department of Communities, Child Safety and Disability Services QLD, Department of Justice and Attorney General, Department of Social Services, Department of Education and Training, GP/GP Practice, Family/Carer(s), and other NDIS Funded Services.

There are some specific situations where your information may need to be shared without your consent. Wherever reasonable you would be notified of how and what information is shared about you. Such situations would include where disclosure is required by law; where your health or safety is at serious risk; and where the health and safety of others is at serious risk as determined by us in our discretion.

We may use your Personal Information to send you information about our services and events that may be of interest to you. We will not provide your Personal Information to third parties for direct marketing purposes. All Personal Information is stored in Australia.

Where Can I Learn More About My Privacy Rights?

Please speak to an IDA staff member if you have any questions regarding information sharing and privacy. Our Privacy Policy, which can be accessed on request, sets out how you can access and ask for correction of your Personal Information, how you can complain about privacy related matters and how we respond to complaints. You can also contact The Office of the Australian Information Commissioner for more information by visiting www.oaic.gov.au or calling 1300 363 992.

Withdrawing Consent

I understand that at any time I can withdraw my consent by notifying the Manager of IDA on kelli@inclusiveassist.org or through the office on (07) 3448 6365. If I withdraw my consent, my personal information will not be used in any promotional activities and publications produced following the date that the withdrawal request is received by IDA. I acknowledge I will not receive any payment or other benefits for the use of my personal information.