

Consent to Share Information Policy & Procedure

POLICY PURPOSE AND SCOPE

This policy guides staff to apply participant information sharing in accordance with the NDIS Quality and Safety Standards 2018.

This Policy applies to all staff who engage with a participant their carer or person responsible.

POLICY

Effective information-sharing underpins integrated service support functions and is a vital element in providing quality supports and services. So does a participant right to, choice and control over who their information is shared with.

The Caddens Care Director (Director) has systems and processes to ensure staff will not only gain the consent from a participant prior to the sharing of any information, but that they also inform the participant about the purpose and nature of the information being shared.

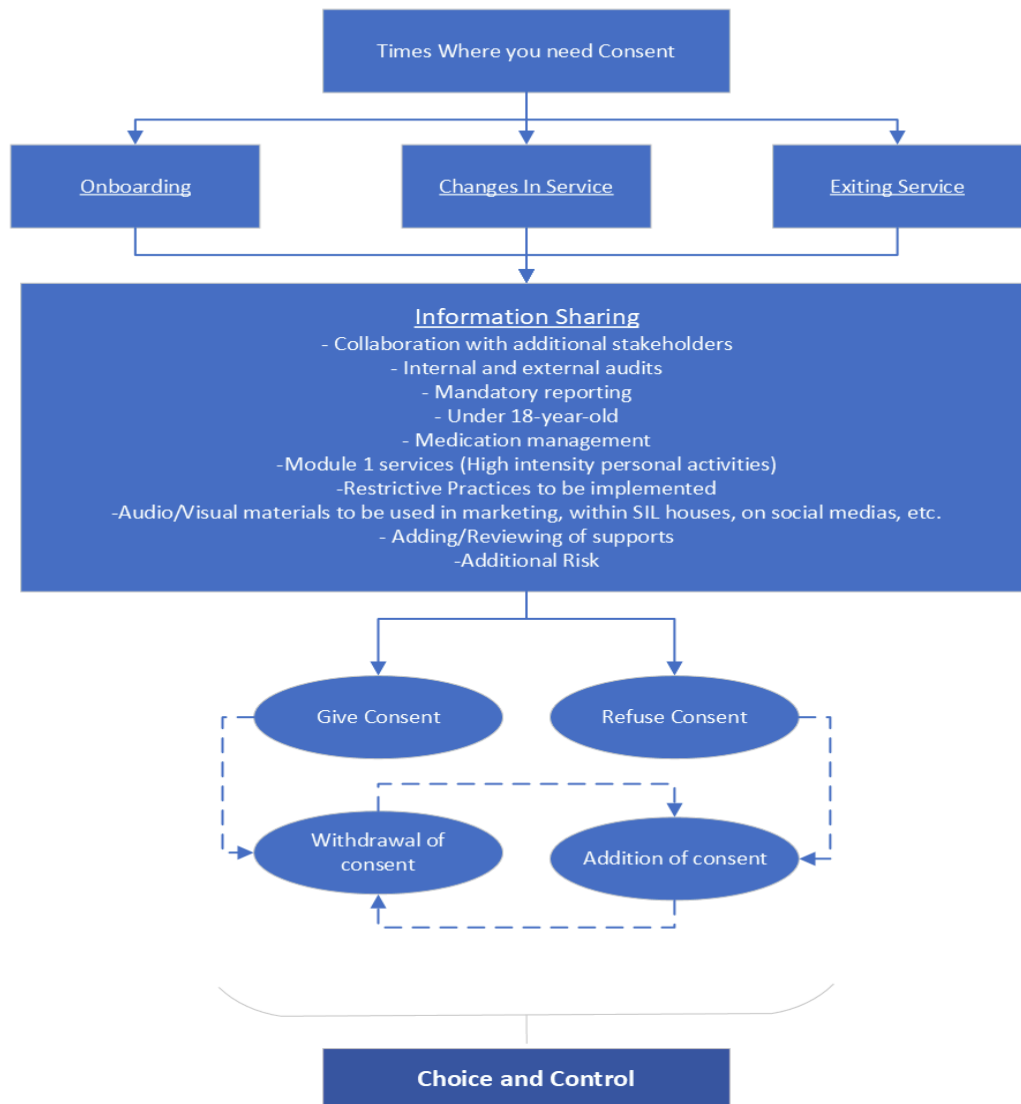
It is also important staff are aware and follow processes to ensure participants understand they can withdraw consent, in any area of service, at any time they choose. Please refer to the Consent to Share Form in the participant admission folder.

Procedure

Staff employed by Caddens Care (employee or contractor) are asked to sign an agreement at the time of onboarding. This agreement asks staff to read and agree to:

- Maintaining the privacy and confidentiality of all participants.
- Informing all participants (upon entry into the service) about their rights to privacy and confidentiality.
- Gaining formal consent from the participant prior to sharing any information with family, representatives, other providers and government bodies.
- Ensuring children under the age of 18 will need their family / advocate / guardian's consent to share information with other providers and government bodies.
- Never release information to a third party without the participants consent (except in certain circumstances such as where a mandatory reporting obligation, or person's life is in danger.
- Inform a participant they have the right to opt-out of information sharing for internal or external audits.
- Gain consent from participants to develop and maintain links through collaboration from the provider with other providers, including health care and allied health providers, to share their information, manage risks to them and meet their needs.

Consent to Share Information



It is required that documentation and conversation include clear information about a client's right to withdraw consent at any time on any matter as many times as they chose.

Often there are people who experience disempowerment in cases when they have been institutionalised or in services where they are dependent. Consent and its fluidity gives these people empowerment and choice and control over the who, what, when, where, and why of information about them.

RELATED DOCUMENTS

- Participant Consent Form

REFERENCES

- NDIS Practice Standards and Quality Indicators 2018
- Disability Inclusion Act and Regulation 2014
- Privacy Act (1988)
- Health Records and Information Privacy Act 2002 No 71