



## NDIS - Privacy, Confidentiality and Consent



At St George Community Transport we can take you to work, to the shops or to your friend's place.



We need to ask you some questions, so we can make sure we look after you.

We will ask you some private questions which we will keep in the computer and in your personal file.



We must follow the law and make sure we hold onto your private information safely. We lock up your personal file and protect your computer file with a password.



Only the members of our team who need to know your information can access your information.



Your records may be looked at and checked by external auditors. You are automatically enrolled for government or external auditors to check that STGCT has the right information and is looking after your records correctly.



And sometimes we may need to share your information or talk to your family, carer or advocate about you.



**Consent means** that you are giving permission for your information to be shared, read, and discussed by other people.

You will be asked to sign a form giving consent for other people to see your private information.

### **What information do we need?**

Your name

Your NDIS number

Your NDIS Plan start and review dates

Your goals

Your phone number

Your email address

Your home address

The name of a contact person

The language you speak

Your mobility needs

Your disability

Your values and beliefs



### **Why do we need this information?**

To better understand your needs

To help us communicate with you

In case of an emergency

To help us do a good job



### **Who can see this information?**

Those people **YOU GIVE CONSENT TO !!!**

### **Can I change my mind?**

YES! YES! YES!

### **How do I tell you?**

Call our office on 9585 3000.

