

Consent Policy

PURPOSE AND SCOPE

Easy iCare Pty Ltd must gain consent from the participant prior to sharing any information with family, representatives, other providers and government bodies.

Children under the age of 18 will need their family / advocate / guardian's consent to share information with other providers and government bodies. It is the responsibility of all employees to inform participants about their rights regarding the provision of consent.

POLICY

- Easy iCare Pty Ltd recognises the importance of maintaining the privacy and confidentiality of all participants. There are times when it is essential to share information with other parties such as government bodies and other service providers.
- Easy iCare Pty Ltd will not give any information to person or authority without the participant's consent unless the disclosure is a legal requirement.
- Easy iCare Pty Ltd will inform all participants (upon entry into the service) about their rights to privacy and confidentiality.
- Easy iCare Pty Ltd will inform all participants that they have an opt-out option if information is requested for audit purposes.

PROCEDURE

If a participant wishes to give consent to another person or organisation, then the following procedures is required to be undertaken:

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Authorised by	Karl Jenkins (Director)	Review Date	26/2/19
Author/Reviewer	Kerry Bolton (Safety & Compliance Manager)		
Pathway	Jaalx\Easy iCare - Documents\EIC Policies and Procedures – Published\ POLConsentPolicyV1.1.pdf		

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- Inform participant that consent is required to share any information about the support.
- Inform participant that consent can be withdrawn at any time.
- Communicate information about consent in a method relevant to the participant.
- Participant to complete Consent Form.
- Consent form is to be placed at front of support plan, and
- Relevant employees are informed about the consent.

RELATED DOCUMENTS

- Consent form

REFERENCES

- NDIS Practice Standards and Quality Indicators 2018
- Disability Inclusion Act and Regulation 2014
- Privacy Act (1988)

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