

## Confidentiality

Everyone associated with The Loft has the right to privacy in accordance with the Privacy Act 1993. All personal information will be managed with care and respect in line with the Information Privacy Principles contained in the Privacy Act Codes of Practice and the Code of Health and Disability Services Consumers' Rights. You have the right to request to view any information held about you by any of the individual agencies at The Loft at any time. To do this, contact The Loft Office Manager and let them know which agency you have been working with, and they will organise a date and time for you to view this information.

Your information is held securely. Your information may be used to help us improve The Loft's services and identify any new services that might be helpful at The Loft. Whenever your information is used to help in this way, it is always anonymised so that you cannot be identified in any way. This means that any information that could identify you, such as your name and address, is always removed.

Your name is not attached to any statistical information and cannot in any way identify you.

If you are happy for us to use your anonymised information to help us improve The Loft's services please tick the statement below. This may include sharing your anonymised information with external researchers.

I give permission for anonymised information about me to be used by researchers for the purpose of monitoring and research and to help improve The Loft's services.

The Loft cares about your and other people's safety. This is why there may be occasions when a staff member at The Loft may feel it necessary to contact another agency, such as the Police, Child, Youth and Family, a mental health service or other agency to assure your safety or that of someone else. We will endeavour to discuss this with you in advance.

However, where it is considered not in your interests to discuss it because of your own or someone else's safety, we will make appropriate referrals without your knowledge under section 6 of the Children Young Person's and their Families Act 1989 which states that: "the welfare and interests of the child and young person shall be the first and paramount consideration."

*The confidentiality of my personal information and use of this personal information has been explained to me and I understand and agree to the usage as described above. I understand that I can ask to view any personal information held about me at The Loft at any time.*

Client Signature:

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Staff signature:

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Date:

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