Title	Privacy Statement and Consent		
Department	Corporate Services	FORM	
Approved by	Chief Executive Officer		MannaCare WIDER CHOICES FOR OLDER PEOPLE
	☐ Client ☐ Client Representative ☐ Volunteer	Staff Mem	ber
Name:			

## **Privacy**

MannaCare is obliged, as a Health Service provider, to comply with the Privacy Act 1988, the Privacy Amendment Act 2000, the Australian Privacy Principles 2014, the Information Privacy Act 2000, the Health Records Act 2001and the Privacy Amendments (Notifiable Data Breaches) Bill 2016. The legislation aims to protect the individual and their personal and health information.

MannaCare has adopted the Australian Principles 2014 that establish the benchmark for how personal information should be handled as part of our standard operating procedures. As a result, all personal information that is held or taken by MannaCare is dealt with in a uniform manner and the highest regard is given to maintaining the security of the information at all times.

Personal information held at MannaCare may include:

- Contact information about clients, staff, volunteers, including date of birth, next of kin information and medical or personal records.
- Financial information.

The purpose for the holding of this information is to process applications for admission, to assess the level of care / service appropriate to the client's needs and to make decisions about the level of funding that a client will be entitled to receive.

MannaCare may at times disclose some of this information to Government agencies, in accordance with the provisions of the relevant Act. This information is disclosed for the purpose of making informed decisions about funding and care / service. MannaCare may also be required to transfer personal information to other community / health services, particularly in the event of an emergency situation. The Government is also subject to laws dealing with privacy and has policies and procedures in place that are designed to safeguard any personal information that may be disclosed.

If you have any concerns regarding the manner in which MannaCare has handled any of your personal information, please contact our Privacy Officer on contact@mannacare.org.au. All concerns are taken seriously and we will endeavour to deal with them promptly. In some cases, we may require that you put your concern in writing.

Clients may withdraw their consent in regard to the release of personal information at any time.

If at any time you require access to any of your personal information held at MannaCare please contact the Privacy Officer, who can also assist with any enquiries you may have. An Access to Information Form will be forwarded to you for completion and return.

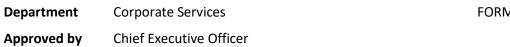
We will respond to your request for access as soon as possible within 30 days.

Client / Staff / Volunteer Handbook	
I / We  have received my Handbook* from MannaCare (* not applicable to Home Maintenance clients)	

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Version Changed: 12/07/2023	UNCONTROLLED WHEN DOWNLOADED	Review By: 12/07/2024		

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FORM





Consents			
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NDIS Clients			
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Signed		Date	
Name		Relationship to client (if signing on behalf of client)	
Witnessed		Witnessed sign	

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