

# DISCLOSURE CONSENT FORM



Chief Executive Officer  
North Coast Community Housing  
Level 1, 107 Molesworth Street  
Lismore NSW 2480

I, \_\_\_\_\_  
Of \_\_\_\_\_

Hereby consent to the disclosure of information held by North Coast Community Housing, for the purposes of managing my application for social housing assistance or my tenancy with NCCH, to the following individuals or companies:

Type of service	Name of service/information	Type of information	Expiry date of consent

I understand why certain information about me may need to be provided to the agencies listed above.

I give my permission for the information to be shared as detailed above.

I understand that I can withdraw my permission at any time in writing.

I understand that if I choose not to give my consent to share my information, that I can still receive services if I am eligible and the services are available.

I understand that by signing this form I am agreeing to my personal information being shared among workers from agencies or people they have listed to assist in keeping my services and support.

\_\_\_\_\_  
Signed Date

\_\_\_\_\_  
Name of parent/guardian Signature Date

### Person receiving request (NCCH use only)

Name: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Signature: \_\_\_\_\_

## Your Right to Privacy

NCCH has a legal obligation to protect the privacy of personal information. NCCH complies with the following Acts:

- Federal Privacy Act 1988; and
- Privacy and Personal Information Protection Act 1998; and
- Health Records and Information Act 2002

## Collecting information

We only collect personal information that is relevant or necessary for NCCH to conduct its business and activities. Our business and activities include:

- Asset management
- Property management
- Tenancy management
- Allocation of housing
- Community development

We collect information in a way that respects your privacy.

At the time of collection, we explain specifically why we are collecting your information and how it will be used, and what choices you may have about how we use or disclose it.

Sensitive personal information is only collected with your express consent, or where required by law.

We may collect information from the Police when preparing a case before the NSW Civil and Administrative Tribunal (NCAT) for any serious breach of an agreement by our tenant

## Security of Information

Personal information is stored in secure and protected premises.

Personal information is not visible in public areas.

Information is destroyed securely.

All paid and voluntary staff sign a confidentiality agreement at the commencement of their employment.

## Using information

We only use the information we collect for its intended purpose or a directly related purpose, unless an exception applies

Personal information is only shared within the organisation on a 'need to know' basis

If we don't need it, unsolicited information is either destroyed or de-identified.

## Disclosing information to third parties

Information about you is not disclosed to family members or others claiming to be your authorised representative without first checking with our Privacy Officer. In most instances, this will require your consent to provide the person with the information.

Generally, we will only disclose your information to a third party either:

- For the purpose for which it was collected (for example, to hire a plumber to conduct repairs on a property), or
- With your consent, or
- Under other legal authority (see some examples below).

Where personal information is being provided to third parties, care is taken to ensure that they treat the information with the same level of protection and security that NCCH is required to provide. Written undertakings from the third party may be necessary.

Where practicable, your information is first de-identified (for example, before reporting to a funding body).

There are additional restrictions on disclosing health information outside NSW, or any personal information outside Australia.

## Further information

Please contact NCCH if you require a copy of the full [NCCH Privacy Statement](#).