

6. PROGRAM PARTICIPANTS



6.1.10.12 CONSENT FORM FOR PROGRAM PARTICIPANTS

Before you sign this form, please read the following:

Why should I read this?	We want you to know why our workers need to ask questions about your personal life and why our workers need to keep some of your answers in files or on our computer systems.
Why is my information about me needed?	We need to get information about you so we can make sure you are receiving the right services to meet your needs and so we can find out if our programs are working for you and improve our programs if we need to.
Where is information about me kept?	We keep information that you give us in a file with your name on it or in databases.
Who sees information about me?	<p>Your file is locked in a filing cabinet most of the time. It is only taken out of the locked filing cabinet if a worker needs to add new information or find out information about you, for example how to contact you.</p> <p>The information about you that is put into our Jesuit Social Services computers can only be looked at by Jesuit Social Services program workers.</p> <p>Some information about you might go into government databases if the state or federal government is funding the program you are coming to at Jesuit Social Services, but this information does not have your name on it. The government uses the information to make sure that the money they have given Jesuit Social Services to run our programs is being spent well.</p> <p>Sometimes your information may also be used to help us plan better programs. Any information about you that is used for planning and research will not have your name on it either.</p>
Can I see my file?	You may ask to see your file. A Jesuit Social Services worker will go through the file with you, unless we have good reasons to believe that you shouldn't see it and those reasons will be explained to you.
Do I have to answer all the questions I'm asked?	You need to tell us some information about yourself such as your name, address and date of birth and the reasons why you want to join our program so we can make sure this is the right program for you. You do not have to tell us everything about yourself, however, telling us some information about your background helps us to help you.
What if a worker from another agency wants information about me?	We will try to only share information about you with workers from outside Jesuit Social Services if you have agreed to let us do this. But if there is a crisis we may have to share information about you. For example, if you told us that you might hurt someone or hurt yourself, then we might have to tell a doctor or a police officer to get them to help keep you or the other person safe.
What if my Jesuit Social Services worker wants information about me from a worker at another agency?	If we need to get information about you from someone else, we will always do our best to ask you first, before trying to get that information. We will only ask for that information without your permission if there is a crisis.
What if my records are wrong?	If any information we have written about you is wrong, you can let us know and we will talk with you about how it should be changed.
What happens to my file once I no longer come to a Jesuit Social Services program?	Your file is kept in locked storage so if you ever need to see it in the future you can.
What if I have other questions?	If you have other questions about how information about you is used, just ask your Jesuit Social Services worker. If you are unhappy with information that is written about you or how information is shared, you have the right to complain. Talk to your worker about your concerns and if you are still unhappy ask to speak to the Jesuit Social Services Privacy Officer.

CONSENT FORM



I, _____ (participant's name) have read, or have had read to me, the above information and agree to allow Jesuit Social Services to collect information about me and to keep a record of that information.

I also understand that my Jesuit Social Services worker might need to share information about me with workers from other agencies in order to help and support me. I am willing to allow my Jesuit Social Services worker to share information about me with the following agencies:

Agency Name	Suburb	Telephone No:

Signature: _____ Date: _____

Staff Member's Signature

I, _____ have explained to _____ why we collect information about participants, how it is stored and when it is shared and he/she has indicated understanding of the information.

Role of Worker: _____

Program: _____

Signature: _____

Date: _____