



# MBS - Information Consent Form

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

(Full name)

of \_\_\_\_\_

(Residential Address)

have read and understood the attached information.

I understand that Mindful Building Solutions (MBS) collect both personal and sensitive information in relation to the services that will be provided to me.

I understand that my consent is needed to gather and share information that is relevant to the services being provided, and that MBS requires the information to maintain open and transparent communication with all key parties. The scope of the authority to release medical and personal information is limited to the related injury only and may include verbal and written communication regarding my past and present treatment, relevant to the service I receive.

Key Parties may include, but are not limited to, some or all of the following:

Treating Medical Practitioner (GP)	Insurance Company / Agent/Funding body
Medical Specialist/s	Training Organisations
Other Health Professionals	The State or Federal Regulator (e.g. WorkCover)
Employer and Potential New Employer	Legal or Union Representatives
Financial Institution(s) (provide details): _____	

Immediate Family Members. Please name specific family members with whom we may exchange your information:

I understand that MBS complies with the *Privacy Act 1988* (Cth) incorporating the 13 Australian Privacy Principles (APPs) that specify the rules for the handling of personal information.

I understand that I can revoke my consent at any time by providing written notice to MBS but also understand that this may impact on MBS's ability to continue to deliver the service.

By signing below I also acknowledge that I have also been provided with the following information:

MBS Information Collection Details

MBS Privacy Statement

I understand that I can provide feedback about the service I receive at any time by emailing [admin@mindfulbuildingsolutions](mailto:admin@mindfulbuildingsolutions) or calling 0403355181

<b>Signed</b>		<b>Date</b>	
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Parent / Guardian: ☐ Co-signing as client under 18 years of age

<b>Name</b>		<b>Signed</b>	
<b>Relationship to Client</b>		<b>Date</b>	



## Information Collection Details

Mindful Building Solutions (MBS) collects both personal and sensitive information related to the delivery of services.

Services include:

Vocational Rehabilitation Services

Occupational Safety and Health

Employee Assistance Programs

Physical Assessments/Programs

Psychological Assessments/Counselling

Ergonomic Assessments and Advice

Labour Market Research

Life Insurance Assessments

Job Seeking Services

Stress Claim Investigations

The information collected may also be used for accounts, billing and/or debt collection in respect of MBS service provision.

Personal information includes information where you can be identified. Such information may include your name, contact details, date of birth, and employment history. Sensitive information may include your health status, criminal record details, and family circumstances.

During the course of involvement with MBS, verbal and written information regarding an individual's relevant past or current treatment, and/or current progress may be obtained from and released to a number of key parties. The scope of the authority to release medical and personal information is limited to the related injury only.

MBS is required to maintain open and transparent communication with all parties and as such, information exchange is essential to service delivery. As a result, MBS requires written permission to do this, and we ask that you sign this consent document to demonstrate that permission. The scope of the authority to release medical and personal information is limited to the related injury only and enables contact to be established with key parties and allows information to be exchanged.

This consent will be relevant for the full duration of your involvement, including any follow up requirements resulting from the time of your involvement, and will remain applicable should your Rehabilitation Consultant change. You may revoke the consent at any time by providing written notice to MBS, but this may impact on whether MBS can continue to deliver the service.

All information collected is subject to compliance with the privacy legislation.



## Privacy Statement

### Use and Disclosure

Your personal information will only be used or disclosed to other parties for purposes related to the service(s) you are receiving. Generally, other parties include, insurers, treating medical professionals, other health professionals and your employer. With your approval, information may also be passed on to your solicitor and/ or union representative. The scope of the authority to release medical and personal information is limited to the related injury only.

Your permission for this is sought by the signing the first page of this pack.

In certain limited circumstances, particularly when required to by law, such as under legislation or court order, Mindful Building Solutions(MBS) is required to release relevant information.

### Data Quality, Security and Storage

MBS may store your information electronically and in hard copy. All reasonable steps are taken to ensure that the information held by MBS is accurate and up to date. Access to your personal and sensitive information is limited to those people involved in providing your service and systems are in place to protect this information.

### Openness and Access

You have the right to seek information from MBS regarding how we handle your records. You may request access to your information and/or changes to update and/or correct it. A charge may apply to access information. Where access to information is restricted, the reasons for this will be explained to you. Your request should be made to MBS's Privacy Officer, [admin@mindfulbuildingsolutions.com.au](mailto:admin@mindfulbuildingsolutions.com.au) or by mail to 4/12 Discovery Drive North Lakes Qld 4509

### Concerns

Please do not hesitate to discuss any concerns, questions or complaints related to the privacy of your personal information with MBS's Privacy Officer at: 4/12 Discovery Drive North Lakes Qld 4509. Should you feel your concerns have not been addressed, you may lodge a complaint to the Privacy Commissioner.

### Identifiers, Anonymity and Transborder Data Flow

Under the *Privacy Act 1988*, there are requirements regarding limiting the use of identifiers assigned by other agencies and bodies. For example, a Commonwealth identifier is a Commonwealth Government Agency designated identification number such as your Tax File Number or Medicare number. MBS limits the use of identifiers within its services.

Whilst there is a requirement to recognise the right for you to be treated with anonymity where practicable the nature of MBS's service provision means that in order to fulfil our necessary service obligations it is not practicable or possible for you to be anonymous.

Transborder Data Flows refers to the requirement to maintain privacy within and external to Australia. Should information be required to be sent interstate or overseas, MBS will take steps to protect your privacy.

### Summary

MBS is committed to protecting the privacy of all clients in compliance with the privacy legislation. The Federal *Privacy Act 1988* and the *Privacy Amendment (Private Sector) Act 2000* incorporate the 13 Australian Privacy Principles (APPs) that specify the rules for the handling of personal information in the private sector. MBS has developed a Privacy Policy that complies with the privacy legislation and these principles. This policy is available on request.

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In addition to the above, there may also be State privacy legislation which impacts upon our service provision. Where State legislation exists (e.g. Victoria, South Australia) and there is an agreement with a state government agency, the Federal Act expressly gives way to the State privacy legislation.

### **Further Information**

Further information is available from the Office of the Australian Information Commissioner (OAIC). Website [www.oaic.gov.au](http://www.oaic.gov.au) Privacy Hotline 1300 363 992