Consumer, Carer and Community Representative

DECLARATION OF CONFIDENTIALITY

The *Health Records (Privacy and Access) Act 1997* and the *Commonwealth Privacy Act 1988* govern the way in which ACT Health collects, stores, uses and discloses information.

Under the legislation, staff of ACT Health (including employees, contractors, volunteers and consumer, carer and community representatives) shall not disclose any information collected from an individual to any other person, body or agency except for the purposes for which it was collected unless:

> the individual has consented to the disclosure; or
> the individual would reasonably have known that the information would be disclosed; or
> the staff believe on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or to another person; or
> or the disclosure is reasonably necessary for the enforcement of the criminal law; or of a law imposing a pecuniary penalty or for the protection of the public revenue.

All of the information concerning another person, to which you have access as a result of your employment in ACT Health, is strictly confidential. No *unauthorised* discussion or disclosure of information shall take place externally or within ACT Health.

Likewise, in the course of attending meetings within ACT Health, you may have access to information that is discussed in confidence for the purpose of progressing the business of ACT Health. All such information is strictly confidential and no *unauthorised* discussion or disclosure of information shall take place externally or within ACT Health.

As acknowledgment that you have read this agreement and understand ACT Health policies on the disclosure of information, you should sign below.

I, ...have read the above information and understand the policy on confidentiality and the release of information.

Signature .....

Date...../...../.....

Signature of witness.....

Date...../...../.....