



YR SPACE INFORMATION CONSENT PROCESS

PURPOSE:

To ensure that YR SPACE obtains, records, reviews and maintains participant consent for the collection, use, retention and disclosure of personal and health information, including assessments, in compliance with privacy legislation, NDIS Practice Standards and organisational policy.

SCOPE:

This process applies to all participants, their parents/guardians, and all YR SPACE staff involved in the collection, storage, use or disclosure of personal information.

RESPONSIBILITIES:

- **Program Manager and Approved Program Officer (APO)** - oversees implementation of this process and responds to any breaches.
- **Program Manager and Program Coordinator** - ensures consent is obtained, reviewed, and audited; manages consent records in the database; maintains scanned and hard-copy forms; and follows up with families when consent is due for review.
- **All Staff** - must check the consent status before sharing information and must not disclose information without current documented consent. All staff are provided with information at induction, and on an ongoing basis where required, about YR SPACE's privacy, confidentiality and consent processes.

PROCEDURE:

1. Obtaining Consent:

1.1 At enrolment, families are provided with the Information Consent Form, the YR SPACE Privacy Notice and the School's Privacy Policy.

1.2 The Program Manager/APO explains the form, and families are supported to complete, sign and return it prior to commencement.

1.3 Existing participants (as of August 2025) will complete forms retrospectively.

2. Recording Consent

2.1 Signed forms are scanned and stored in the participant's electronic record; originals are filed in the participant's hard-copy folder.

2.2 The consent date is entered into the participant database with an automatic review date set for 12 months later.

2.3 The database flags consent expiry and directs to the scanned form.

3. Reviewing Consent

3.1 The Program Manager and Program Coordinator review the database monthly for upcoming consent expiry dates.

3.2 Families are contacted at least 30 days prior to expiry to update their consent.

3.3 Consent must also be updated earlier if:

- guardianship, family arrangements or contact details change,
- new external providers require information sharing.

4. Maintaining Currency

4.1 Monthly internal audits include checks of consent records for completeness and currency.

4.2 If consent has expired, no information is shared with external parties until new consent is obtained.

4.3 Where urgent sharing is required, verbal consent may be accepted and must be recorded in the participant record, with signed confirmation sought within 7 days.

5. Changes or Withdrawal of Consent

5.1 Families may withdraw or amend consent at any time in writing (or verbally, documented and followed up in writing).

5.2 Upon withdrawal or amendment, the database is updated immediately, and staff are notified of the change.

5.3 Previous versions of consent are archived, with the current status clearly marked.

5.4 If consent is withdrawn, YR SPACE will immediately cease sharing participant information with all external parties.

6. Disclosure and Sharing of Information

6.1 Information is only disclosed where:

- consent has been provided via the Information Consent Form,
- required under law or legislation,
- or as part of funding/service agreements with government departments.

6.2 Information may be shared with external professionals (e.g. therapists, support coordinators) only where the family has provided consent, and only as necessary to support participant goals.

RECORDS/EVIDENCE:

- Information Consent Forms (scanned and hard copy).
- Database entries including consent date, expiry/review date, and current status.
- Audit checklists confirming monthly review of consent currency are retained as evidence of ongoing compliance.
- Communications with families regarding renewal, withdrawal or amendments.

EVALUATION:

Procedure last reviewed: August 28, 2025

Approved by: Tammy French, APO

Next scheduled review date: August 2028, or earlier if required due to legislative or organisational changes.