YOUR INFORMATION AND CONSENT TO COLLECT / USE IT.

What information will be collected and why

To deliver this service to you, we need to collect:

- your name, address, and contact details so that we can contact you with information about your application for placement situation, and so that we can provide you with the right support to help you in other areas.
- information about any benefits or other financial support you are receiving so that we know how best to support you.
- the name of any other organizations who may be helping you with (i.e.) rehabilitation, health or medical issues, justice system so that we can work with them to help you.

Generally, we can't deliver this service to you without this information, but if you're concerned about providing any of it, talk to us and we'll try to work it out.

When you leave our service, we will only keep information about you:

- if we legally must.
- to use for research purposes in ways that do not and cannot identify you
- to help address future needs that you may have in relation to other services we offer.

If you would like to know more, we can provide more information about what we keep and why at any time.

Your Rights

Under the Privacy Act 2020 you have a right to access the personal information we have about you. You can do this by emailing admin@avodah.nz, or by asking one of our staff. You can also ask us to correct your information so that it's accurate. It's our responsibility to make sure that the information is accurate and relevant for how we need to use it.

If you ask for your information, we may not be able to respond straight away. We need to check we are giving you the right information for your question, and there are processes we must follow to make sure we do this safely.

Your Personal Information

Personal information is information that does, or could, identify you (like your name and address). Non-personal information does not and cannot identify you (like the region you live in). We're collecting this information in line with the Privacy Act. This law is about what personal information organizations can collect from people and what they must do when they collect or use people's personal information. It also describes your rights including helping you understand what's on this form. This law says we can only collect information from you when it's: "directly related to what we do as an organisation" & "necessary for us to provide this service to you and to manage its delivery."

We will keep your information secure. It's stored in a password-protected database.

- People are not allowed to access your information except in relation to the services they are providing to you. For example, your case worker can see all your information, but others are not allowed to see it unless they have a specific reason to do so that has been approved by management.
- We work with other local organisations... in the areas of employment and housing and will sometimes share some of your information with them. They will only receive information they need to help with the work we are doing with you.

Continued…

Let Us Know You've Understood

We're responsible for making sure you understand what will happen with your information before we collect it. If you'd like to understand more, you can ask us at any time to explain:

- what information we need
- what we use it for
- what we will not use it for

We'd like to check that you're happy to proceed or whether you still have any questions. We'd like to make a record of this conversation, which is why we require your signature and the date.

Consent:

I understand what's happening with my information. I give Avodah Charitable Trust my consent to collect and use this information.

Name: _____

Signature: _____

Date: _____

If you want, our staff will give you a copy of this form and we will also keep it on your file and can print it out for you at any time. If you'd like to talk to us again at any time about the information on the form, we'd be happy to do that. Your information, your right to access it and know what happens with it will be treated with respect