

How would you describe the makeup of your household?

<input type="checkbox"/>	1	Single (person living alone)
<input type="checkbox"/>	2	Sole parent with dependent(s)
<input type="checkbox"/>	3	Couple
<input type="checkbox"/>	4	Couple with dependent(s)
<input type="checkbox"/>	5	Group of related adults
<input type="checkbox"/>	6	Group of unrelated adults
<input type="checkbox"/>	7	Homeless/no household

Are you currently working with any other support service in Gilgandra? YES / NO
 If YES, please provide details:

Where you referred to us by another organisation, service or program? YES / NO

If YES, please provide the name below. If you were referred to us by a friend or family member please state this below.

From the list below, please choose the main reason you are seeking help and any secondary reasons for seeking assistance. Please select the reasons that best describe your issue(s). Speak to your service provider if you're not sure.

Main reason for seeking help: _____ _____	Other reason(s) for seeking help: _____ _____
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List of possible reasons for seeking help:

- Physical health
- Mental health, wellbeing and self-care
- Personal and family safety
- Age-appropriate development (e.g. need support with child's development)
- Community participation and networks (e.g. socially isolated, need community/family support, want to engage with community more)
- Family functioning (e.g. family conflict, lack of support and positive family relationships)

- Financial resilience (e.g. difficulty finding money for emergencies, struggle to make ends meet).
- Employment
- Education and skills training
- Material wellbeing and basic necessities (e.g. limited access to basic material resources like food, clothes, transport)
- Housing

Consent

The information you provide on this form includes your personal information. Your personal information is protected by law, including by the Commonwealth Privacy Act.

We are using an IT system called the 'Data Exchange' to store your information. This system is hosted by the Australian Government Department of Social Services (DSS). The personal information that is stored on the Data Exchange is only disclosed to us for the purpose of managing your case.

You do not have to consent to sharing your personal information with DSS. If you do not consent to us sharing your personal information, it will not affect the services you receive. If you do consent to sharing your personal information with DSS, you can ask for this information to be removed at any time.

DSS de-identifies your data. This means they remove information that identifies you or that could be used to re-identify you (e.g. your name).

DSS combine your data with other clients' data in the Data Exchange to identify trends at the program level. This information is used to develop policy, administer grants programs, and conduct research and evaluations.

DSS may use this data to produce reports. These reports may be shared with other organisations. The data in these reports is de-identified.

You can find more information about how DSS will manage your personal information in the DSS privacy policy on their website: <https://www.dss.gov.au/privacy-policy>.

This policy explains:

- how to access the personal information that is stored about you on the Data Exchange
- how you can ask for this information to be changed or removed.
- the circumstances in which DSS may disclose personal information to overseas recipients
- how to complain about a breach of the Australian Privacy Principles by DSS, and how DSS will deal with your complaint.

Do you consent for your details to be stored in the Data Exchange hosted by the Australian Government Department of Social Services (DSS) for the purpose of data collection?

YES / NO

Do you consent for to participate in follow up research, surveys and evaluation?

YES / NO

I, _____ agree to the terms and conditions of myself and/or my child/ren attending accessing support from Gilgandra Youth Services. I will advise the staff / case worker of Gilgandra Youth Services should my contact details change.

Signature:

Date:

To be completed by Youth Service Staff / Case Worker

Was a referral made to another service?

<input type="checkbox"/>	1	Yes
<input type="checkbox"/>	2	No

1. If yes, was this referral internal or external?

<input type="checkbox"/>	1	Internal – made to another service offered within the same organisation
<input type="checkbox"/>	2	External – made to a service provided by a different organisation

2. If yes, what was the purpose of this referral?

<input type="checkbox"/>	1	Physical health
<input type="checkbox"/>	2	Mental health, wellbeing and self-care
<input type="checkbox"/>	3	Personal and family safety
<input type="checkbox"/>	4	Age-appropriate development
<input type="checkbox"/>	5	Community participation and networks
<input type="checkbox"/>	6	Family functioning
<input type="checkbox"/>	7	Financial resilience
<input type="checkbox"/>	8	Employment
<input type="checkbox"/>	9	Education and skills training
<input type="checkbox"/>	10	Material wellbeing and basic necessities
<input type="checkbox"/>	11	Housing
<input type="checkbox"/>	12	Support to caring role
<input type="checkbox"/>	13	Other

Signature:

Date:

Office use only:

Information entered in Redicase?: Y / N Date:

Scanned to file? Y / N Date:

Responsible Officer	Director Community Services		
Date Created:	December 2019	Version:	1.0
Review Date	Version	Comments	
07/09/2021	1.2		

Data Collection / Data Exchange

What is the Data Exchange and how will my information be used?

We are using an IT system called the 'Data Exchange' to store your information. This system is hosted by the Australian Government Department of Social Services (DSS).

The information stored in the Data Exchange includes:

- demographic information (e.g. your name, date of birth, gender)
- information about the issues you face
- if our service has helped you and if you are satisfied with the service you received

The privacy of this information is protected by law, including the *Commonwealth Privacy Act 1988*.

DSS de-identifies your data. They remove information that identifies you or that could be used to re-identify you (e.g. your name).

We need your consent to store your personal information in the Data Exchange. Your personal information is your first and last name, and street-level address (e.g. 1 Main Street).

- Your consent is voluntary. If you do not give consent, your personal information will not be stored in the Data Exchange.
- This will not affect the services you receive or your relationship with us or other services.
- If you do consent, you can change your mind at any time and we will remove your personal information from the Data Exchange.
- If you do not want to use your real name, you can use a false name.
- You can provide an estimated date of birth.

The consent you provide only applies to your personal information (e.g. your name and street-level address). If you do not provide consent, we can still store other information about you (e.g. gender, cultural background) in the Data Exchange. But it will be de-identified. This means we will not store any personally identifiable information, like your name. You will be anonymous. Only our service will know that this information is yours.

How will this information be used?

Only Gilgandra Youth Services can access information that identifies who you are (i.e. your name and street-level address). We use this information to manage your case or to report numbers of participants to an activity.

NSW Department of Communities and Justice (DCJ)

DCJ can only access de-identified data in the Data Exchange. They use this data to help improve how NSW government responds to client and community needs. DCJ are interested in trends across the NSW state, not individual people.

Commonwealth Department of Social Services (DSS)

DSS combine your data with other clients' data in the Data Exchange to identify trends at the program level. This information is used to develop policy, administer grants programs, and conduct research and evaluations.

DSS may use this data to produce reports. These reports may be shared with other organisations. The data in these reports is de-identified.

Further information

You can find more information in the DSS privacy policy on their website: dss.gov.au/privacy-policy. This policy explains:

- how you can access your personal information stored in the Data Exchange.
- how you can ask for this information to be changed.
- the circumstances in which DSS may disclose personal information to overseas recipients.
- how to complain about a breach of the Australian Privacy Principles by DSS, and how DSS will deal with your complaint.