



Kingston East Neighbourhood Group

PRIVACY STATEMENT

KENG needs to collect your personal information from you for legislative, service delivery and work related purposes. We collect information for this purpose and may not be able to provide a service to you if we don't have this information

Kingston East Neighbourhood Group (KENG) endeavours to uphold the highest standards of your privacy and confidentiality. KENG workers respect that information shared by you belongs to you. They will only discuss it with other KENG workers for purposes of delivering the best service possible for you.

Client information will not be shared with any other worker or organisation unless:

- You give permission, wherever possible in writing, or
- There are significant issues of safety or well-being that ethically or legally require the worker to report to another authority. If this is the case you will be informed by your worker.

KENG will not participate in any meetings with other persons to discuss your situation unless you are present or give your permission. Information from other people about you will not be sought without your permission. Any information that is received will be reported to you unless ethical or legal reasons prevent this. Funding bodies sometimes require KENG to provide statistical information, however this information will be non-identifying

It is an expectation of KENG that in the case that photography/recorded interviews are requested of an individual, group member or staff member that KENG's 'Consent' Form is signed by each individual to gain permission for use. In the case of a 'Child' the parent / carer and/or legal guardian must give permission

I/We have read KENG's commitment to confidentiality and have discussed this with the worker.

I/We understand and accept this commitment by Kingston East Neighbourhood Group.

Signed: _____ Date: _____

Worker Signature: _____ Date: _____