

Settlement and Community Services Referral

PERSONAL DETAILS (*Essential information to obtain / check for accuracy and currency)			
Full Name*		Disability*	Yes Maybe No
Street address*		Postcode*	
Suburb*		Gender*	
Email*		DOB *	
Country of birth*		Mobile*	
Main Language*		Second Ph*	
Ethnicity*		Interpreter*	
Licence No., Expiry		Licence	No L1 L2 L P F
Religion*	OR prefer not to say	Job Active	
ELIGIBILITY			
Visa Type*			
Date of Arrival*			
PRESENTING ISSUE			

CONSENT

I consent to MRC Tas using and releasing my personal and information to:

- help me with the settlement issues I present (e.g. speaking with a relevant service and releasing my personal information, or asking them to share relevant information)
- contact me about services or events (e.g. invitation to a workshop)
- ask for feedback on services and settlement outcomes (e.g. a consultation)

I understand that

- MRC Tas uses de-identified information to report activities to funders
- Confidentiality will be breached to manage a serious risk of harm to self/ others
- I can stop using the service, end this consent, or make a complaint at any time by emailing settlement@mrctas.org.au or phoning 03 6221 0999 (interpreter TIS 131 450)

We collect some personal details from you on this form. Your personal information is protected by law, including by the **Commonwealth Privacy Act 1988 (Cth) (Privacy Act)**.

How we use the Data Exchange

We use an IT system called the 'Data Exchange' to manage your details and the services we provide to you. This system is run by the Australian Government Department of Social Services (DSS). DSS stores your personal information in the Data Exchange and only shares it with us so we can manage your services. Your record in the Data Exchange can include your name and address, which helps us manage your details. However, you do not need to provide this information to DSS. If you choose not to, it will not affect the services you receive. You can also ask for this information to be removed from the Data Exchange at any time.

How DSS uses your information

DSS uses your de-identified (anonymous) information in the Data Exchange for things like policy development, managing grants, research and evaluation. DSS may share this anonymous data with other organisations for reporting and research purposes. Your personal details are removed before this happens so you cannot be identified. DSS collects information in the Data Exchange so that government agencies can understand and improve how services are helping Australians. By agreeing to have your information shared in the Data Exchange you are supporting understanding and improvement of the services that you use.

More information

To learn more about how DSS manages your personal information, including how you can access or correct your details or make a privacy complaint, visit the DSS website and read their privacy policy."

Signature		Date	
TIS #		Worker	