**[INSERT ORGANISATION LOGO]**

**NADAbase Privacy and Consent Handout for Clients\***

***\*[To be adapted by NADA member organisations for distribution to clients/residents]***

NADAbase is an online Client Management Database that incorporates Alcohol and Other Drug Treatment Services National and NSW State Minimum Data Set data (NMDS and MDS) and the Client Outcomes Management System (COMS).

All Alcohol and other Drug Treatment service providers who receive drug and alcohol funding from NSW Ministry of Health or the Department of Health are required to collect and report on the NSW MDS and/or NMDS. These client information collections describe people (their age, country of birth drug of concern, source on income etc.) who access alcohol and other drug treatment as a group in NSW and as a population in Australia. Information like this helps inform how services are funded and what services are needed in the community.

Client Outcome Measures (COMS) are concerned with establishing whether the treatment experience of the person is associated with change and establishes that improvement has occurred following the treatment they have received.

In combination, these data collections assist in improving the consistency of client data collection in drug and alcohol services and can inform improvements in treatment interventions.

This handout provides you with details of:

* the personal and treatment outcome information we collect
* purposes for which your information is used and disclosed
* details of how your privacy is protected

**Information Collection:**

**[Organisation]** collects personal information (MDS and NMDS) from you to better understand the **[clients/residents]** who use our service. We also ask some questions about how you are feeling throughout your time with us to determine if and in what ways we are helping you (COMS). This collection of information assists us in making sure we provide the best **[treatment/program/service]** we can.

We collect personal information so that we can provide you with tailored treatment and support. We only collect personal information that is relevant and necessary for your **[care/treatment/support]**.

In relation to treatment you receive we are going to be asking you a set of questions a number of times throughout your **[stay here/contact with us]**, that way we can see if things are changing for you over time.

The answers to the questions we ask you are recorded electronically in a database. If your name *is* recorded it is only accessible to staff of this service, but generally your answers will be saved against a code. The code used to communicate data to the government is made up from 5 letters of your first name and surname, the numbers of your date of birth and a letter representing your sex.

**Information Use and Disclosure:**

The personal information you provide is only ever given to another person or organisation with your consent and only using the code described above. Information like your age, country of birth and drug of concern is pooled together with the information of other recipients of alcohol and drug treatment so as to provide the government with an idea of who engages with services like ours (MDS and NMDS).

The client treatment outcome questions (COMS), help us to help you keep track of how you’re going here. The answers you give us may also be used to help us work out what we are doing well and what we could do better as a whole service, and across all the services that help people with drug and alcohol issues in NSW. Answers for all clients may be grouped together against an organisation code (with no individual client personally identified), and used in our planning, in our reports we provide to the government and for research.

**Privacy Protection**

Our **[staff/workers]** are bound by the *Health Records and Information Privacy Act 2002* and by a strict code of conduct to maintain confidentiality of **[client/resident]** information. Only staff within **[organisation]** have access to personal/individual data.

All information relating to clients is de identified, which means the name and anything else that may distinguish an individual client is removed. However if you prefer for your information not to be used for the improvement of service provision in the alcohol and other drug treatment services sector, you can inform the staff member supporting you, or state that below. Your answers will still be recorded so that the information can be used to help you individually. For more information regarding any of these details about privacy and consent please speak with the staff member supporting you.

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I do** consent to de-identified information relating to my treatment being disclosed for improving service provision in the alcohol and drug treatment sector

**I do** **not** consent to de-identified information relating to my treatment being disclosed for improving service provision in the alcohol and drug treatment sector

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

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