

### Employee Assistance Counselling Consent Form

PeopleSense by Altius is committed to providing you with the highest levels of confidentiality and customer service. This includes protecting your privacy. We are bound by The Privacy Amendment (Private Sector) Act 2000, which concerns the protection of your personal information.

#### Psychological Services

As part of the psychological services provided, your psychologist will need to collect and record personal information from you that is relevant to your current situation. This information will be a necessary part of the psychological assessment and treatment that is conducted.

#### Cancellation Policy

PeopleSense provides brief intervention counselling services which are paid for by your employer and we ask you respect this commitment made by your organisation to your health.

- If you do not attend a session or cancel with less than 24 hours' notice, the scheduled session may be recorded as **half of** or **one session** towards your session quota/allocation, depending on the contractual arrangement with your employer.
- If you are attending as a student from a tertiary institution and were referred by an academic staff member, **you will be responsible for covering the costs of any missed or cancelled appointments.**

#### Access

You may access material recorded in your file, upon request, subject to the exceptions in National Privacy Principle 6. Where practicable, access to your file will be granted during your regular consultation time so your psychologist is present to go through the contents of your file and address any concerns that you may have in relation to the information contained within the file.

#### Confidentiality

All personal information gathered by the psychologist during the provision of the psychological service will remain confidential and secure except when:

- It is subpoenaed by a court; or
- Failure to disclose the information would place you or another person at risk; or
- Your prior approval has been obtained to:
  - a) provide a written report to another professional agency; or
  - b) discuss the material with another person.

#### Data Collection and Research

As part of providing psychological services to you, your psychologist may ask you to complete psychological measures designed to provide information about your current situation. In addition, you will be sent a link to a feedback survey via text message, asking you for your comments about the quality of service provided. Your data from these measures will be de-identified and collected for service and program evaluation and research purposes. You have the right to withdraw your consent to collection of this data at any point in time.

I, \_\_\_\_\_, have read and understood the above consent form. I agree to these conditions for psychological services provided by PeopleSense by Altius.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_