

Request for Access to Personal Information

CP 2.7.3.1 (a)

FORM

Please use this form if you need to access personal information about a Customer held by Cara. Customer's information is treated confidentially and held in compliance with the Privacy Act (as amended 2012), Information Sharing Guidelines for Promoting Safety and Wellbeing SA (2013) and Cara's Privacy Policy.

Information can be requested by the Customer or their nominated representative. Information will only be shared with external providers when express permission is provided by the Customer or their representative.

Your Details

Name	
Company	
Position or relationship to Customer	
Telephone	
Email	

Request for Access

Customer Name	
Purpose for information request	<input type="checkbox"/> Planned NDIS Plan Review. Review Date: _____ <input type="checkbox"/> Unplanned NDIS Plan Review. Review Date: _____ <input type="checkbox"/> Changes to SIL Supports required (plan review not required) <input type="checkbox"/> Changes to any other supports required <input type="checkbox"/> To provide or review Behaviour Support <input type="checkbox"/> Customer/Decision Maker request for information <input type="checkbox"/> Other: _____

Information requested: _____

Please allow 28 days for your request to be processed.

Return to Cara

When you have completed this form please return to: privacy@cara.org.au