

**PRIVACY STATEMENT**

**Holistic Drug and Alcohol Awareness Service**
As part of providing a holistic service to promote drug and/or alcohol awareness to you, the clinical staff of Gumbi-Gumbi Drug and Alcohol Rehabilitation and Withdrawal Management Facility 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 application process and of any assessment and/or treatment that is conducted.

You do not have to give all personal information, but if you don't, this may mean the service provider may not be as effective or in some cases may not be offered.

**Purpose of Collecting and Holding Information**
The information is gathered as part of the application process and as a part of the assessment, diagnosis, and treatment of the client's condition.  It is seen only by authorised persons.  The information is used and retained in order to assess your suitability for our service (including your own and other's safety), to document what happened, and to enable the clinical staff to provide a relevant and informed service.

**Access to Client Information**
At any stage you as a client are entitled access to your information kept on file unless relevant legislation provides otherwise.  The clinical staff may discuss with you appropriate forms of access.

**Confidentiality**
All personal information gathered by the clinical/assessment staff during application, assessment, and/or service provision processes will remain confidential and secure except where:
1.  Disclosure is required or authorised by law (e.g. court subpoena); or
2.  Failure to disclose the information would place you or another person at serious and imminent risk; or

3. Your approval has been obtained.