**Consent form for engagements with the Crown Response Unit**

|  |  |  |  |
| --- | --- | --- | --- |
| **Participant** | | | |
| **First name** |  | **Surname** |  |
| **Also known as** |  | | |
| **Capacity (please circle as appropriate)** | Survivor/Supporter/Whānau | | |

## Introduction

This document describes how the Crown Response Unit protects personal information collected from participants or shared by them with the purpose of informing the Crown Response Unit to respond to the recommendations of the Royal Commission of Inquiry into Abuse in Care. Once you have read each section or it has been explained to you, you will be asked to sign the boxes below to show you have understood and agree to each section. Your contact at the Crown Response Unit will answer any questions you have before you sign anything. You can sign or confirm verbally or via email your agreement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Privacy** | How personal information is collected, use, disclose and dispose of, as per the Privacy Act 2020. | I have read the privacy statement and I understand how my personal information and information about me may be used. | **Yes/No** | *Signature*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *(can be signed, verbal or email)* |
| **Confidentiality** | We all agree to keep everyone’s information confidential. | I agree to maintain confidentiality, as described in the section below | **Yes/No** | *Signature*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *(can be signed, verbal or email)* |

## **Section 1.** **Privacy**

We recognise the importance of protecting the personal information you entrust to us during your interactions with the Crown response Unit. We are bound by the Privacy Act 2020 which promotes and protects an individual’s right to privacy and autonomy regarding their personal information.

1. Collection

We collect personal information from you, including information about your:

* name
* contact information e.g phone, email address
* feedback regarding experiences relating to abuse in care

While we are not asking participants to share personal information about abuse in care, we anticipate some participants may choose to do so as part of their feedback. Should that information be voluntarily shared by you, it will managed with the appropriate measures, in alignment with the Privacy Act 2020.

Participation is voluntary, and you can withdraw at any time. You can ask us not to use information you provide, at any stage up until the time your information has been anonymised. We will not be able to identify and remove your anonymised information once it has been collated with other participants’ information.

1. Use

We collect your personal information in order to:

* be able to contact you
* obtain your thoughts and ideas on the work that we are doing at the Crown Response Unit to respond to the Royal Commission Inquiry into Abuse in Care.

1. Sharing and Publishing

The information collected or shared by you during your interactions with CRU will be anonymised before it is used to inform the work programme of the Crown Response Unit, including using it to develop advice and recommendations for Ministers’ decisions. Anonymised information may also be shared with relevant agencies or organisations in our work to respond to the Royal Commission of Inquiry.

Besides our Crown Response Unit staff, we sometimes share recordings of your engagement sessions with an independent company contracted to undertake our transcriptions. As our agent, they are bound to keep your information secure and confidential and, like us, will protect it to the highest professional standards.

1. Access to Personal Information

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you’d like to ask for a copy of your information, or to have it corrected, please contact us at [contact@abuseinquiryresponse.govt.nz](mailto:contact@abuseinquiryresponse.govt.nz).

Please note that, once your information has been anonymised and collated with feedback from other participants, it will no longer be identifiable and cannot be retrieved or removed.

**Section 2: Confidentiality**

This section describes the agreement we need to have with each other to keep everyone’s information safe. This is called ‘maintaining confidentiality’. You will be asked to sign an agreement about this.

If you take part in an engagement with other people, you may hear personal information about them.

By signing this agreement, you agree not to share any information about others in the engagement.

This agreement does not include information about participants that is already public, for example on a website.

**Our information**

We will share Crown information with you that may still be a work in progress and not Government policy. This means it cannot be shared with anyone else outside of your network or with the media, including social media. If you share it with your network, please ask they keep this information confidential.