

RELEASE OF INFORMATION CONSENT FORM

Return completed form Attention: Privacy Officer, to
 A: Level 16, 180 Lonsdale St, Melbourne VIC 3000
 E: privacy@convergeintl.com.au

This form is for clients who wish to access their client file and notes. Converge International retains information collected directly from clients as case files and client call and booking records (Personal Information). Clients have the right to request access and/or alteration to, or deletion of their Personal Information. However, legislation and industry standards may prevent Converge International from complying with your request. For example, the Health Records Act in your state may not allow the deletion of your case notes, and the Australian Psychology Society Code of Ethics may prevent the release of your notes where doing so is likely to cause more harm to you or others.

You also need to know that under no circumstances does Converge provide additional reports for lawyers, courts or tribunals. The only information that Converge will release is your case notes or attendance record.

You should be aware that under normal circumstances Converge does not release any information to third parties. This means that requests from lawyers for information will still require this form to be completed, with all information released directly to the client.

Furthermore, case note searches and delivery of information can take up to 4 weeks. Converge will endeavour to do its best to meet all required client timeframes, however at no time can Converge guarantee to deliver information by a certain date.

Lastly Converge will make all efforts to locate all corresponding files but cannot guarantee that it will be able to locate or release your file. You should not take any action that relies on the location and release of your client information.

Please Complete the Following:

I _____
Client Name

Of _____
Employer

At _____
Current Address

Contacted on _____
Preferred Contact Phone Number

Find out more

CONVERGE INTERNATIONAL RELEASE OF INFORMATION CONSENT FORM

Hereby authorise the release of the following Personal information held with Converge International Pty Ltd:

1. Please provide all notes for all sessions

OR

2. Please provide notes for the following sessions:

Consultant: Date:

Consultant: Date:

Consultant: Date:

Consultant: Date:

Consultant: Date:

Consultant: Date:

Note: if there are more than 6 individual sessions, please record these on a separate form.

AND/OR

3. Please provide a certificate of attendance for all sessions between the following dates:

Frist Session Date:

Last Session Date:

4. Please release my personal case notes and information to me at the following address:

Postal address:

OR email address:

Signatory Page

By signing this page, you acknowledge that Converge International will undertake a search for all case records and files related to your nominated sessions above. You agree that Converge may not be able to provide you with these notes and should Converge not be able to provide you with a copy of your notes, an explanation will be provided to you. You acknowledge this process can take up to 4 weeks, and agree that until you have received your notes, you will not undertake any course of action that relies upon the receipt of these notes by any certain date.

Client's Signature

Date

Witness* Signature:

Witness* Name:

* A Witness is an adult known to the client that can verify their identity and signature.

Find out more



Australia
1300 687 327

New Zealand
0800 666 367

International
+613 8620 5300



privacy@convergeintl.com.au



convergeinternational.com.au