

Consent to share information with your Support Coordinator

This form tells Essential Plan Support Services, if we are allowed to share your personal information or plan information with someone other than yourself and your official NDIS nominee(s).

Consent to sharing of your information

Only participants and official nominees may give consent to share personal and plan information of an NDIS participant.

- You have choice and control in deciding who to give consent to. You do not have to give your permission if you do not want to share your information.
- By signing this form, you are allowing Essential Plan Support Services (EPSS) as your registered Plan Manager, to share information and agreeing if this extends to employees of your Support Coordinator's company, or is limited to only your individual Support Coordinator.

What information will Essential Plan Support Services share and how will it be shared?

We will share relevant information including:

- your personal and contact information
- funding levels and NDIS plan details
- invoice information
- and details of providers and services that you have engaged

How will this be shared?

- Over the phone
- Via email
- Through Entiprius Easy-Care

Changing or withdrawing your consent to share information

- Should your situation change at any time, it is your/ your representative's responsibility to contact EPSS to change or remove consent as required.
- If you give us permission and then decide that you don't want us to share your information anymore, you can withdraw your consent by contacting us. You can do this in writing or verbally.
- To change or withdraw your consent at any time, contact EPSS at

0474 329 544

admin@essentialplan.com.au

Who should I give consent to?

OPTION 1

My Support Coordinator and employees of their company

This means we can share your information with your Support Coordinator and other employees of their organisation. This is a good option for certain circumstances and helps reduce paperwork in future, such as when your Support Coordinator is not available to deal with an enquiry (e.g. they are sick or away on leave).

OPTION 2

My Support Coordinator only

This will mean that we can share your information with your Support Coordinator only.

Only your individual Support Coordinator can access your personal or plan information. If they are not available to deal with an enquiry, then there may be a delay in processing an invoice or resolving an issue.

Participant Details

Please fill out the below form with your contact details and other information about you.

Participant Details

Participant's Full Name

Participant's NDIS Number

Consent to share information (please tick one)

Option 1 - My Support Coordinator and employees of their company

Option 2 - My Support Coordinator only

Support Coordinator Details

Name

Phone Number

Company

Email



Authority and Consent Signature

Please fill out and sign below if you agree to give consent to Essential Plan Support Services to share your personal and plan information.

I am signing as:

NDIS participant

Nominee of the participant or authorised representative

Parent or guardian of the NDIS participant under 18 years old

I am declaring I have the authority to approve this form, and agree to give consent to Essential Plan Support Services to share my personal and plan information.

Participant or representative name

Date

Participant or representative signature