# Consent form explainer

### Collecting your information

Thank you for taking part in our [xxxx] programme. As part of this programme we will be collecting personal information from you. This includes things like your name, date of birth, ethnicity, gender and contact information [and specific information required for the xxxx programme]. We will collect this information directly from you and not from any other source.

### Using your information

We use this information to make decisions about our [xxxx] programme and about how best to support you.

### Sharing your information

Sometimes we need to share your information outside of our organisation. The table below outlines who we will share information with and why:

|  |  |
| --- | --- |
| Who we share information with | Why we share information with them |
| Agency A | For reporting obligations |
| Agency B | To enable funding for your education [etc] |

### Evaluation and reporting

To help us improve our service, we might invite you to take part in an evaluation of our service. Please note that we collect non-identifying information for evaluation and research purposes.

### Respecting you and your information

We make sure we follow the Privacy Act 1993 to do what’s right when we use your information. We treat you and your information with respect, by acting responsibly and being ethical. We make sure any technology we use meets strict security standards, so it keeps your information safe.

### Get in touch if you have a question

You have a right to ask to see your personal information and to ask for it to be corrected if it’s wrong. If you have a question or complaint, please get in touch by emailing us at name@address.nz. You can also withdraw your consent at any time.