



Understanding consent

Easy Read fact sheet



How to use this fact sheet



The National Disability Insurance Agency (NDIA) wrote this fact sheet.

When you see the word 'we', it means the NDIA.



We wrote this fact sheet in an easy to read way.

We use pictures to explain some ideas.

Bold

Not bold

We wrote some important words in **bold**.

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page 21.



This is an Easy Read summary of another fact sheet.

This means it only includes the most important ideas.



You can find the other fact sheet on the NDIS website.

www.ndis.gov.au/resources



You can ask for help to read this fact sheet.

A friend, family member or support person may be able to help you.

What is in this fact sheet?

Understanding consent	4
What you can give consent for	8
How you can give consent	14
Checking who you give consent to	16
Changing and taking away consent	18
More information	20
Word list	21

Understanding consent



You are an adult when you are 18 years old or older.



When you are an adult, you can choose how you work with the National Disability Insurance Scheme (NDIS).



This means we need to ask for your **consent** before we do things that affect you.

When you give your consent, you say it is ok for someone to do something.



You can choose if you want to give consent about:

- what information we keep about you
- who can do things on your behalf.



You can find out more about how we use your information on the NDIS website.

ourguidelines.ndis.gov.au/privacy-and-information



You might have someone who can give consent on your behalf.

They need to support you to have your say about the decisions they make for you.



You might have a **nominee**.

A nominee is someone you choose to:

- make decisions for you
- do things for you.



You can find out more about nominees on the NDIS website.

ourguidelines.ndis.gov.au/home/having-someone-represent-you/appointing-nominee



You might have a child representative if you are under 18 years old.



A child representative is an adult who makes decisions about the NDIS for a child who takes part in the NDIS.



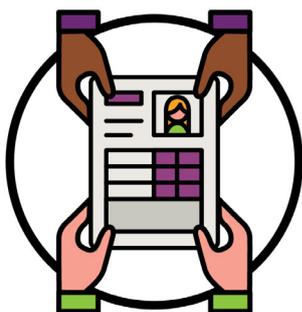
You can find out more about child representatives on the NDIS website.

ourguidelines.ndis.gov.au/child-representative

What you can give consent for

Sharing your information

We will ask for your consent before we:



- share your information with anyone



- ask someone for information about you.



This includes asking for your consent before we share your **NDIS plan** with anyone.

Your NDIS plan explains how the NDIS will support you.



You can choose to give **providers** consent to see parts of your plan.

Providers support people who take part in the NDIS by delivering a service.

You can give another person consent to:



- talk to the NDIA on your behalf



- get letters with information about you.



We will check we have your consent before we let anyone do these things for you.



We will ask for your consent before we confirm your **identity documents**.



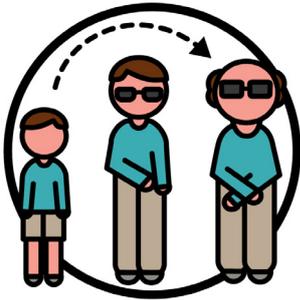
Identity documents:

- show who you are
- have your personal information on them.



For example, a driver's licence or a Medicare card.

We will also ask for your consent to use information from Centrelink to prove your:



- age



- address.



We will ask for your consent before we ask your doctor for information about you.

Letting someone do things on your behalf

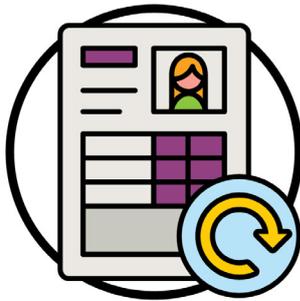


You can choose to give another person consent to do things on your behalf.



You might give them consent to ask us to do things for you.

For example, they might ask us to change your plan.

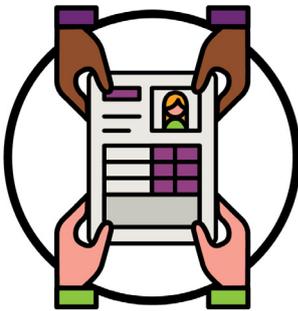


You might give them consent to update your information with the NDIS.

When you give someone consent to do things on your behalf, this means you also give them consent to:



- look at your information if they need to



- share your information if they need to.



This person can support you to make your own decisions.



But they cannot make decisions for you.

How you can give consent



You can give consent by filling out an NDIS consent form.



You can find the form on the NDIS website.

www.ndis.gov.au/about-us/policies/access-information/consent-forms



You can also give consent by contacting us.

Our contact details are on page 20.

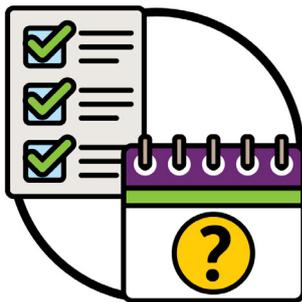


When you give consent, we will make sure you understand what you agree to.



We will make sure you are giving consent because you want to.

Not because you feel like you have to.



We will make sure you choose:

- what exactly you are giving consent for
- how long the consent will last.



We will also make sure people around you know what you gave consent for.



We will check these things every time you give consent.

Checking who you give consent to



You can contact us to check who you give consent to.

Our contact details are on page 20.



We record everyone you give consent to in our computer system.

This includes:



- what exactly you give them consent for



- how long the consent lasts for.

We also record what information you give us consent to share with:



- other people



- providers.



This includes:

- what information we have shared
- who we have shared it with.

Changing and taking away consent



You can change your consent at any time.

This includes changing:



- who you give consent to



- how long your consent will last



- what you give consent for.



You can also take away your consent and do things by yourself.



You can contact us to change or take away your consent.

Our contact details are on page 20.

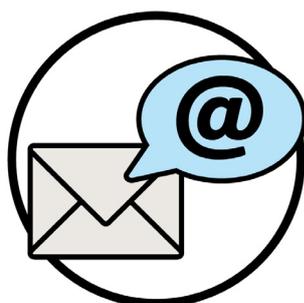
More information

For more information about this fact sheet, please contact us.



You can call us.

1800 800 110



You can send us an email.

enquiries@ndis.gov.au



You can visit one of our offices in person.

You can find an office near you on the NDIS website.

www.ndis.gov.au/contact/locations

Word list

This list explains what the **bold** words in this fact sheet mean.



Consent

When you give your consent, you say it is ok for someone to do something.



Identity documents

Identity documents:

- show who you are
- have your personal information on them.



NDIS plan

Your NDIS plan explains how the NDIS will support you.



Nominee

A nominee is someone you choose to:

- make decisions for you
- do things for you.



Providers

Providers support people who take part in the NDIS by delivering a service.



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Notes





[ndis.gov.au](https://www.ndis.gov.au)