

## Consent Terms and Conditions

- This form is optional
- This form can only be completed by the Participant or an Account Nominee
- This form should only be completed if the Participant would like to provide another person access to their information.
- There are two types of consent you can provide:
  - **ACCOUNT NOMINEE:**
    - This person has complete access to the profile
    - This person will have decision making powers over the account.
    - This person can change profile details
    - This person has authority to add others as consented contacts to the profile
    - Request copies of invoices
    - You can choose for this person to be the main profile contact
    - You can choose for this person to receive statements
    - You can choose for this person to have access to your client profile
    - You can choose for this person to be able to approve invoices
  - **GENERAL CONSENT:**
    - Does not have decision making powers
    - Can not change profile details
    - Can request budget and funding information
    - Can request information on processed invoices
    - Can receive general queries from our Plan Managers
    - You can choose to have this person as the main profile contact
    - You can choose for this person to receive statements
    - You can choose for this person to receive statements
    - You can choose for this person to have access to your client profile
    - You can choose for this person to be able to approve invoices
- If the participant 18 or older, they will automatically have consent and authority for their account.
- If the participant 18 or older and they **should not have access** to their Aver account, Aver require a copy of legal documentation to demonstrate a guardianship or relinquishing of decision making.
- If there is a dispute between the Participant and the Account Nominee regarding choice and control of the account, Aver will follow the wishes of the participant unless the legal documentation highlighted above can be produced.
- No one will be able to request any information from Aver regarding an account without a consent.
- It is the Participants and/or Aver Account Nominee's responsibility to contact Aver to add or remove consent as required.
- Client Portal - The Client Portal is designed for clients and their consented contacts to be able to view the participants NDIS funding information held by Aver. The portal hold all personal and funding information Aver has access to. You should only allow trusted people with access to this portal.  
Contacts will only be given access to the client portal with the participants consent highlighted on this form.

# CONSENT TO SHARE INFORMATION FORM

Participant Details			
Participant Name		Participant NDIS Number	

Consented Contact Details	
<p style="text-align: right;"><b>Name</b></p> <p><i>If you would like to give <u>all staff</u> from an Organisation consent, please do not specify a name in this section</i></p>	
<p style="text-align: center;"><b>Consent Type?</b></p> <p>Account Nominee OR General Consent</p>	
<p style="text-align: center;"><b>Organisation they work for?</b></p> <p>(if applicable)</p>	
<p style="text-align: center;"><b>Relationship to Participant</b></p>	
<p style="text-align: center;"><b>Contact Number(s)</b></p>	
<p style="text-align: center;"><b>Email Address</b></p>	
<p style="text-align: center;"><b>Would you like the contact to have access to the Client Portal</b></p>	
<p style="text-align: center;"><b>Would you like the person to approve invoices prior to Aver processing them?</b></p>	
<p style="text-align: center;"><b>Would you like this person / organisation to receive statements?</b></p>	

Your Details
<p style="text-align: center;"><b>First and Last Name</b></p>
<p style="text-align: center;"><b>Relationship to the Participant</b></p>

Terms and Conditions
<p>I have read the consent Terms and Conditions and confirm I have the authority to complete this form.</p> <p>I acknowledge the person/organisations named on this form will now have consent on this account until Aver is notified otherwise.</p>
<p>Signed _____ Date _____</p>