



# Participant Information Sheet

Welcome to the Living our Best Life project. Our volunteers are pleased to be able to assist you to connect with community activities of your choice.

## The process

The process of “community connecting” is relatively simple but will be personalized for each participant. A typical connecting journey will look something like this:

1. Health professional or support worker sends referral for your participation
2. Project co-ordinator phones to confirm your participation and provide this information sheet
3. A trained volunteer community connector is assigned to you and will phone you within a week
4. Your community connector discusses your interests and needs and does some research to find out what is available for you
5. Your community connector comes back to you with some options for you to explore
6. Your community connector follows up after you have participated in your choice of activities to chat about how it went.
7. If all is going well the connector hands your assignment back to the project co-ordinator who you can contact at any time if you require further assistance (Phone 0457 646 384 or Email [livingourbestlifeproject@gmail.com](mailto:livingourbestlifeproject@gmail.com))

It is expected that this process might include between two and three contact calls or meetings with your volunteer connector over a period of two to four weeks. Of course this may be shorter or longer depending on your particular circumstances.

## Privacy statement

We respect the privacy and security of your personal data and we are committed to protecting it. This Privacy Statement provides information about the personal data we process, why and how we process it, and your legal rights in connection with it

## Our commitment

The Living our best life project is committed to protecting and upholding the rights of our clients to privacy in the way we collect, store and use information about them, their needs and the services we provide to them. We want our clients to have confidence that we take these responsibilities seriously. Specifically, we will:

- Collect only information that is essential for the effective operation of the project
- Keep all information confidential and secure
- Remove any identifying information when reporting on the outcomes of the project

## Procedures

We manage our obligations in relation to protecting the privacy of our clients by making sure that we meet the requirements of relevant legislation. We are committed to following the recommended data processing principles to ensure that data is:

- Processed in a lawful, fair and transparent way
- Collected and processed for limited purposes with a view to minimising that data and its storage
- Accurate and processed in a manner that ensures integrity and confidentiality
- Collected and processed in a manner that allows for accountability