



# Nature Care College

## Welcome to Nature Care's Student Support Service

This Support Service is provided to students free of charge on a confidential basis and is available to part-time, full time, and international students who are *currently* enrolled in a qualification at Nature Care College.

Our professionally trained counselling staff are here to help you clarify and resolve a range of issues which might interfere with academic effectiveness and student life during your studies.

Please be aware that this is a support service only and is not intended to replace your own personal counselling or psychotherapy.

Sessions are one (1) hour in duration and are limited to a maximum of three (3) sessions per term of enrolment.

Your support sessions are confidential and are provided within the conditions set out in our privacy policy which is included at the end of this intake form.

### **Note for students enrolled in counselling qualifications at Nature Care:**

- *These free student support sessions cannot be used to account for the personal counselling sessions that are required as a part of your studies.*

### **Please take a few moments to complete your personal details\*.**

Name: \_\_\_\_\_

Contact Details: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Nature Care Qualification in which you are currently enrolled: \_\_\_\_\_

Student Number: \_\_\_\_\_

I have read, understand, and accept the information, terms and Personal Information and Privacy Policy of the Nature Care College Student Support Service.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

***\*Please read the Personal Information and Privacy Policy overleaf prior to signing.***

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# Nature Care College Student Training Clinic

## Personal Information and Privacy

The following information aims to explain clearly how personal information about you is recorded and managed in this Student training clinic. Please read carefully and sign as your acceptance of this policy.

### Your Personal Information

Your personal information will be kept private and secure. The approach used is consistent with the provisions of Federal and State Privacy Legislation.

### Your Records

Your personal information:

- will be accurate, comprehensive, well-organised and legible;
- will be up-to-date
- will have enough information to allow another practitioner to care for you;
- will not contain offensive or irrelevant comments about you;
- will contain a summary of your care; and
- can be used to remind you, with your permission, to return for follow up, check-ups and reviews.

Only the information which is relevant to your care will be collected. If you are uncertain as to why information is being requested, please ask.

### Providing Your Information to Other Health Professionals

Your right to decide how your personal health information is used or disclosed (for example to other health professionals) is respected. In all but exceptional circumstances, personal information that identifies you will be sent to other people only with your consent. Gaining your consent is the guiding principle.

### Providing Your Information to Others

Your information will not be disclosed to a third party, unless:

- you have consented to the disclosure; or
- this disclosure is necessary because you are at risk of harm without treatment and you are unable to give consent – for example, you might be suicidal or considering harming another person;
- your practitioner is legally obliged to disclose the information (eg. A subpoena or court order).

In any of the above cases, only the information which is necessary to achieve the objective will be provided.

### Access to Your Information

You have access to the information contained in your records. You may ask about any aspect of your health care including information in your record. Sharing information is important for good communication between you and your student practitioner and for good health care. Information in your record can be provided to you by way of an accurate and up to date summary of your care, for instance, if you are moving away and are transferring to a new practitioner.

A consideration of the risk of any physical or mental harm to you or any other person which may result from the disclosure of your health information will be made prior to access.

Depending on what is involved, you may be asked to contribute to the cost of providing the information.

### Resolving Your Concerns Regarding the Privacy of Your Personal Information

If you have any concerns regarding the privacy of your information or regarding the accuracy of the information held by the practice, you should discuss these with your student practitioner and their supervisor. Inaccurate information will be corrected or your concerns noted in the records if it is not possible or desirable to alter the original record.