

## Disclosure of Personal Information with Informed Consent

The Child Protection Worker may disclose personal information about a child receiving services under *the Child and Family Services Act*, and/or personal information about the child's parent(s), only with the parent'(s)' informed consent.

### REFERENCE

*NWT Child and Family Services Act, section 71(2)*

### PURPOSE

- To ensure information is kept confidential while carrying out the duties of the *Child and Family Services Act*.
- To allow the release of personal information with informed consent.

### PROCEDURE

1. Consult with the Supervisor to determine what personal information needs to be shared, with whom it needs to be shared, why it needs to be shared, and when it needs to be shared.
2. Explain to the parent(s) that informed consent requires that they understand what information will be released, to whom it will be released, why it will be released (what it will be used for), and when it will be released. Further, explain to the parent(s) that informed consent must be voluntary, and time-limited.
3. Advise parent(s) if they choose not to share information or have information shared it may affect the quality of services received.
4. Meet with the parent(s) to obtain their informed consent by requesting them to sign and date the *Release of Information form* and then place a copy on the child's file.

### FORMS

- Release of Information

### TOOLS

- None

Effective Date:  
April 1, 2015

Director of Child and Family Services

