**Oranga Tamariki consent form (hui)**

For participants in Oranga Tamariki Disability Strategy hui (meetings)

Information gathered in the hui will be used to help Oranga Tamariki develop a disability strategy, which includes a vision. The aim for the disability strategy and vision is to support Oranga Tamariki to become a fully inclusive and accessible organisation that upholds the rights of disabled people we support and work with.

**Deciding to take part**
Taking part in the hui is your choice, and you can:

* change your mind about taking part at any time without having to give a reason
* at any point, you can leave or ask the people running the hui for a break or to stop the conversation
* decide which part of the hui you want to take part in including what questions to answer or not.

**Keeping each other safe**
If you say something that makes other people think you or someone else may be unsafe, the person running the workshop will talk with you about this and may tell a person who could help with the situation. They will let you know what is happening before they speak to anyone else.

If you feel upset during the hui, you can let the people running the workshop know. They will help find the right person to support you.

**Using information from the hui**
Some things you say at the hui will be written down so we can remember the ideas and suggestions for later. Your name will not be kept with this information though, so no-one will know who said what.

Notes from the discussion will be stored in a password-protected document in a folder on a secure server. This folder will only be accessible to the project team.

**Storage of notes**
Due to the Royal Commission of Inquiry into Abuse in State Care, there are rules for Oranga Tamariki about keeping records. We must keep all the notes and information we collect from the hui until Archives NZ says the rules about record keeping have ended. We will dispose of the notes and information we collect from these hui when we are able to.

**Questions and help**
If you have any questions before or after the workshop, you can contact the project team from Oranga Tamariki that is leading the workshops via disability.strategy@ot.govt.nz

If you have concerns about how your information is treated and are not happy with our response, you can contact to the Privacy Commissioner on 0800 803 909 or online <https://www.privacy.org.nz/about-us/contact/>.

**Please fill out the below section, check the box next to each if you agree, and sign.**

Please let the interviewer know if you have any questions, don’t feel you’ve been provided enough information, or would prefer not to tick a box.

**I understand what the disability strategy hui are about and that participating in them is voluntary Yes** □ **No** □

**I have read and understood the accompanying information sheet**

**Yes** □ **No** □

**I agree to take part in the hui to help create a Oranga Tamariki Disability Strategy and Vision Yes** □ **No** □

**I agree you can take notes about what I say**

**Yes** □ **No** □

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

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

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