



Record Keeping & Confidentiality

**Date: Wednesday 16th June 2010
9.30 – 12.00**

Do you have access to information about clients, co-workers and other volunteers? Keeping information current and correctly is vital for quality service delivery.

This basic workshop will cover the topics:

- Clarifying and maintaining specific information
- Developing recording systems
- Identifying guidelines for recording client information
- Identifying HACC Standards and general principles relating to client information
- National and State Privacy legislation

Cost: FREE for Volunteer
\$20 for HACC Staff
\$30 for Non-HACC Staff

Venue: Loftus TAFE
Room GG05, Rawson Ave
Loftus

Bookings : Please contact the team at Volunteer Link on (02) 8558 4000 or e-mail vollink@stgcs.com.au

