

## Electronic shared record system: Privacy notice and consent

The organisations listed below use the Pnyx electronic shared record system (**Pnyx**) as their records management system.

Pnyx allows us, and the other organisations listed below, to create and store electronic records relevant to you in a secure and private environment.

You can participate in Pnyx and, if you provide your consent, so can your carer and/or friends and family. Again if you provide your consent, other organisations providing services to you can also participate.

To participate in Pnyx, and to have the capacity to grant participation to your carer and/or friends and family, you must become the "guardian" for your records. To do so, please complete the *Application for Pnyx's guardian role* form. You can get a copy of the form from us.

Depending on their user rights, Pnyx allows participants to access, view, create, upload and amend and delete Records. That means that those involved in services provided to you can develop a plan, discuss service options, schedule appointments, record service events, and keep track of progress in a collaborative way.

If you choose, you can ask an organisation using Pnyx to keep one or more of your records private, so that other service providers, or your carer, friends or family, will not be able to access those records.

If one organisation ceases to provide services to you and you want to stop them from accessing your records on Pnyx created by the other organisations. Sign and date the **withdrawn consent** column for the organisation and ask that organisation to set that organisation's status to "inactive" in Pnyx.

By signing this **Privacy notice and consent form**, you agree that you understand that the organisations listed below are using Pnyx for their records management system.

Name of organisation	I have given consent		I have withdrawn consent	
	Signature	Date	Signature	Date
1.		/ /		/ /
2.		/ /		/ /
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