

Example record keeping form

Who did you share information about? (tick all that apply)

Perpetrator Alleged Perpetrator Adult Victim Survivor Child Victim Survivor (under 18 years) Adult Third Party

Date the information was disclosed (DD/MM/YYYY)

Which organisation was the information disclosed to?

Please attach: a record of the information that was disclosed. a family violence risk assessment or safety plan for the victim survivor or member of their family (if made by your organisation).

Requested information

Was this information shared in response to a request? Yes No

If **yes**, what was the date of the request? (DD/MM/YYYY)

If **yes**, what information was requested?

Information shared about an adult victim survivor or third party (where no child is at risk)

Was this information shared with consent? Yes No

If **yes**, please attach record of consent

If **no**, what is the reason why information was shared without consent? (i.e. serious threat)

Was the adult victim survivor/third party informed that their information was disclosed? Yes No

Information shared about an adult victim survivor or third party to assess or manage risk to a child victim survivor

If **no**, did you seek the views of the adult victim survivor/third party? Yes No

If **no**, why were the views of the adult victim survivor/third party not sought?

Was the adult victim survivor/third party informed that their information was disclosed? Yes No

Information shared about a child victim survivor (under 18 years)

Did you seek the views of the child/young person (under 18) or their parent (who is not a perpetrator or alleged perpetrator) about sharing their information? Yes No

If **no**, why were the views of the child/young person or their parent not sought?

Was the child/young person or their parent informed that their information was disclosed? Yes No