## 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