# New User Agreement

Complete all fields in this form, sign, and send to HousingH2H@sa.gov.au

First Name(s):

Last Name:

Email:

H2H Access Level

**Conditions of use for the H2H system:**

All users of the H2H system will complete the H2H Basic User training Package.

All users of the H2H system will keep information confidential and secure in line with:

• Information Privacy Principles Instructions

• Information Sharing Guidelines for Promoting Safety and Wellbeing

• Master and service agreements between SA Government and your organisation/agency

Users will only access it when they have need to - e.g. users can access a client's information so that support can be provided.

All users will report conditions for use breaches coming to their attention to their immediate manager. All user activity in the H2H system will be audited and reviewed if these conditions of use are breached.
I understand the H2H conditions for use as listed above and I will act accordingly.

New User Signature:

Date:

Organisation Name:

Agency name:

## Authoriser's Declaration

• I have read and understood the conditions for use and my agency and users will abide by them

• I am authorising the user named on this form to use the H2H system at the access level I have selected

• I will notify H2H Support within seven days if a user is no longer authorised to access H2H

## Authoriser Details

Name:

Position:

Email:

Phone:

Authoriser's Signature:

Date: