

To Whom it may concern,

As part of our upcoming Certification Audit, which we are required to undergo as a registered provider under the NDIS, Headway Gippsland will be providing an external auditor with a sample of our client records.

All clients of Headway Gippsland will be automatically enrolled in the audit process, which means you may be contacted by the audit team for an interview, and/or may have your files, records or plans reviewed by an auditor. This review is to make sure that Headway Gippsland, as your registered NDIS provider, is complying with the NDIS Practice Standards and upholding all our responsibilities.

As a client, you have the right to opt out of the client sampling process included in our audit. If you **do not** wish to participate in the client sampling process, meaning you do not wish to be interviewed, or do not wish to have your records be provided as a sample to the auditors, please check the box below, sign this form, and return it to any staff member at Headway Gippsland, if we do not receive this back we will take it that you are happy to be contacted by the auditors.

If you are unsure about anything stated in this letter, feel free to ask anyone at the Headway Office for more information, and they will be happy to explain further.

I do not wish to be interviewed by an external auditor or have my records used in the audit process.

Client name

Client signature (or signature of authorised substitute decision-maker)