





# Easy Read - Privacy and Personal Information




What do you know about privacy and your personal information?

	This document tells you <b>about your privacy and your personal information</b> .
	To help us provide you with the right type of supports and services, <b>we collect and store personal information</b> about you.
	We use your personal information to work with you to <b>design supports and care that meets your needs</b> .
	<p>Personal information can include:</p> <ul style="list-style-type: none"><li>• Your <b>name, address and phone number</b></li><li>• Your <b>advocate's</b> contact details</li><li>• Details about <b>people who you are close to</b> (mum, brother or a good friend)</li><li>• <b>Supports</b> you need</li><li>• Your <b>medical records</b></li><li>• Other <b>support providers</b> you use</li><li>• <b>Why and how</b> we are helping you.</li></ul>

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	<p>It is <b>your</b> responsibility to keep your personal information <b>private and safe</b>.</p>
	<p>We <b>only share</b> your information with others if <b>you say "yes"</b>, or if the law says we must.</p>
	<p>When asked to <b>share your information with government agencies</b> (like the NDIS) you can <b>say 'no'</b>.</p> <p>This means you <b>opt-out of sharing</b> your personal information.</p>
	<p>We will ask you to <b>sign an information consent form</b>.</p> <p>The form <b>gives us your approval</b> to use your personal information.</p>
	<p><b>On the form</b>, we also ask you to include all of the people <b>you are happy to share your personal information with</b>.</p>
	<p>Your information will <b>only be shared</b> with <b>people who you have said can see it</b>, like:</p> <ul style="list-style-type: none"> <li>• An advocate</li> <li>• A trusted person</li> <li>• Other support providers</li> <li>• Support workers</li> <li>• Government organisations who provide you with support.</li> </ul>

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	<p><b>You have rights</b> when it comes to the management of your personal information.</p>
	<p>You can:</p> <ul style="list-style-type: none"><li>• <b>Ask our</b> <input type="text"/> <b>to see</b> your personal information at anytime</li><li>• Tell us <b>to correct</b> wrong or incomplete information</li><li>• <b>Tell us if you think</b> information is wrong and must be deleted.</li></ul>
	<p>You can contact us on:</p> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div>