

EASY READ PRIVACY

WHAT DO YOU KNOW ABOUT PRIVACY OF YOUR INFORMATION?



This Document is about Your **Privacy**.



We store information like;

- Your name, address and phone number
- People who you are close to (mum, sister...etc)
- Details about why and how we are helping you

This information helps us to work with you to design supports to suit you and maintain the quality of our services.



We are responsible for keeping your information **safe** so only those you say can see it.



We will ask your consent and only **share** your information

- with a **trusted** person
- when we need to so you can be safe
- to provide required information to NDIS or other government organisations



You have several rights with your information:

- The right to say No or opt out of sharing information
- The right to see a copy of the information we hold about you
- The right to have inaccurate or incomplete information corrected by us
- The right to object to any information you think is inaccurate