

# 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, daughter...etc)**
- **Details about why and how we are helping you**



**This helps us to support you, and to check the quality of our services. We are responsible for keeping your information safe.**



**We use your information so we can work with you to design supports to suit you.**



**We only share your information if you say 'Yes', or if there is a situation that makes us.**



**We only share your information**

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



**When asked to share you information you can so 'No' or opt out of sharing it.**



**We keep your information safe so only those you say can see it.**



**You have several rights with your 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**



**If you want to see your information just ask your trusted person who will ask us.**

