

Easy Read - Privacy and Personal Information

What do you know about privacy and your personal information?

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

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

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