



EASY READ PRIVACY

WHAT DO YOU KNOW ABOUT
PRIVACY OF YOUR
INFORMATION?

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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**.

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WHAT DO YOU KNOW ABOUT PRIVACY OF YOUR INFORMATION?



We use your information so we can work with you and necessary service providers to support you effectively.



We only share your information if you say '**Yes**' in the Service Agreement, 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, other government organisations and service providers.

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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

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