

## Easy Read – Privacy and Personal Information

What do you know about privacy and your personal information?

Prepared for:

|                |  |
|----------------|--|
| <b>Name</b>    |  |
| <b>Address</b> |  |
| <b>Date</b>    |  |

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | 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>• <b>your 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> |

# In Step Supports

|                                                                                     |                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | It is {\$companyname}'s responsibility to keep your personal information private and safe.                                                                                                                                                                                                                                      |
|    | We <b>only share</b> your information with others if <b>you say “yes”</b> , or if the law says we must.                                                                                                                                                                                                                         |
|    | When asked to <b>share your information with government agencies</b> (like the NDIS) you can <b>say ‘no’</b> .<br><br>This means you <b>opt-out of sharing</b> your personal information.                                                                                                                                       |
|   | We will ask you to <b>sign an information consent form</b> .<br><br>The form <b>gives us your approval</b> to use your personal information.                                                                                                                                                                                    |
|  | <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> .                                                                                                                                                                                                |
|  | Your information will <b>only be shared</b> with <b>people who you have said can see it</b> , like: <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> |
|  | <b>You have rights</b> when it comes to the management of your personal information.                                                                                                                                                                                                                                            |



You can:

- **ask our \${Manager Position} 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.