



PRIVACY

WHAT DO YOU KNOW ABOUT PRIVACY OF YOUR INFORMATION?

Client's name	
Client's address	
Client's Contact Phone	
Client's Contact Email	



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 your information you can say **'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.