
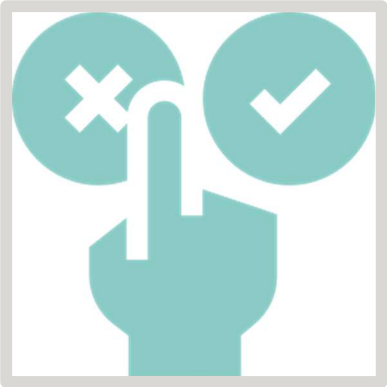






PRIVACY AND YOUR PERSONAL INFORMATION

 A teal speech bubble containing a white question mark.	<p>This document tells you about your privacy and your personal information.</p>
 A teal hand pointing upwards towards two circular icons: one with a white 'X' and one with a white checkmark.	<p>To help us provide you with the right type of supports and services, we collect and store personal information about you.</p>
 A teal icon of a person with a checkmark and an exclamation mark overlaid on their chest.	<p>We use your personal information to work with you to design supports that meets your needs.</p>



	<p>Personal information can include:</p> <ul style="list-style-type: none">• your name, address and phone number• your support person'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.
	<p>It is our responsibility to keep your personal information private and safe.</p>
	<p>We only share your information with others if you say "yes", if we need to provide the supports you have requested, 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'.</p> <p>This means you opt-out of sharing your personal information.</p>
	<p>We will ask you to sign an information consent form.</p> <p>The form gives us your approval to use your personal information.</p>
	<p>On the form, we also ask you to tell us about anyone you do not want us to share your personal information with.</p>



Your information will only be shared with people who you have said can see it, like:

- an advocate
- a trusted person
- other support providers
- support workers
- government organisations who provide you with support.



You have rights when it comes to the management of your personal information.



You can:

- **ask us 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.