Privacy and Confidentiality Brochure

What do you know about privacy and your personal information?

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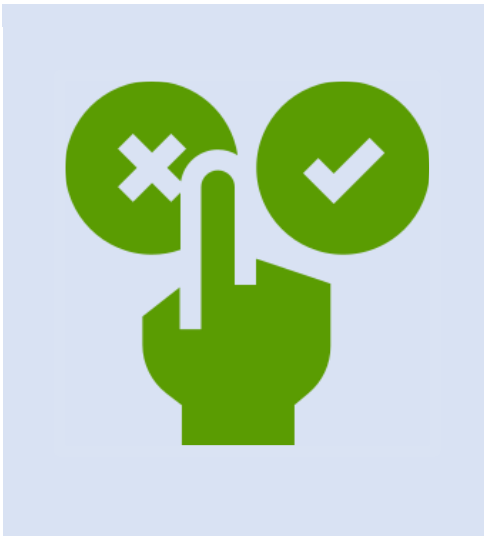
This document tells you **about your privacy and your personal information.**



To help us provide you with the right type of supports and services, **we collect and store personal information** about you.

We use your personal information to work with you to **design supports and care that meets your** needs.

Personal information can include:

- 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.

It is ${Organisation Name}'s **responsibility to keep** your personal information **private and safe.**

We **only share** your information with others if **you say "yes**", or if the law says we must.

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.

We will ask you to **sign an information consent form.**

The form **gives us your approval** to use your personal information.

On the form, we also ask you to include all of the people **you are happy to share your personal information with.**

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 Julia Haimovich 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.