**EASY READ PRIVACY**

**WHAT DO YOU KNOW ABOUT THE PRIVACY OF YOUR INFORMATION?**

|  |  |
| --- | --- |
|  | This Document is about Your **Privacy** |
|  | We store information like;   * Your child’s name, address and phone number * People who are important in your child’s life (mum, grandma, family friend…etc.) * Details about why and how we are helping your child |
|  | This helps us to support you, and to check the quality of our services. We are responsible for keeping your child’s information **safe**. |
|  | We use your child’s information so we can work with you to design supports to suit your child and family |
|  | We only share your child’s information if you say ‘**Yes’**, or if there is a situation that makes us. |
|  | We only share your child’s 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 child’s information you can say ‘No’ or opt-out of sharing it. |
|  | We keep your child’s 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 your child * 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 child’s information just ask us. |
|  |  |