

# **Easy Read Privacy and Personal Information**



**What do you know about  
Privacy and Your Personal Information?**



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 Classy Life Pty Ltd.,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 our Service Manager 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.