



Privacy & Confidentiality

EASY READ



This brochure has some hard words.

The first time you see a hard word –

- The word will be **blue**
- We will tell you what the word means



We have written this information in an easy-to-read way.



Sometimes we use pictures to help explain ideas.



You can ask for help to read and understand this information.
A friend, family member or support person might help.



We will explain things clearly and check that you understand.



This information will help you understand why we collect your personal information, and how we look after it.

Personal information is things like:



- Your name
- Your age
- Your gender



- Contact details such as your phone number and email address



- Where you live



- Health information
- Disability information, including your NDIS plan details

We might get your personal information from:



- You
- Your family and friends
- People who support and look after you



We keep this information:

- To help support you to achieve your goals
- To help you access supports and services



We only share your information:

- If you give us permission
- If we are worried about your safety
- If we are required by law

We will let you know when we share your information.



We store your information electronically. It is password protected and secure. We don't keep paper copies of your information.



You can ask to see your information — just ask us.

It's OK to complain if you believe we haven't respected your privacy.



You can give feedback by:

- Phone – 1300 110 231
- Email – enquiries@yourpathsc.com.au
- Website – www.yourpathyourway.com.au



You can contact the Office of the Australian Information Commissioner:

- www.oaic.gov.au
- enquiries@oaic.gov.au
- Phone: 1300 363 992 · TTY: 133 677
- Speak and Listen: 1300 555 727
- Post: GPO Box 5218, Sydney NSW 2001



If you are concerned about your information, you can also contact the NDIS Quality and Safeguards Commission on 1800 035 544 or at www.ndiscommission.gov.au