

SDA NDIS PRIVACY POLICY



ADVANCE HOUSING HAVE WRITTEN THIS POLICY IN AN EASY TO READ WAY. WE USE PICTURES TO EXPLAIN SOME IDEAS.

Policy: AH TM.07 v1

Date: 16/5/22

Your Privacy means:

- things Advance Housing know about you
- what Advance Housing do with what Advance Housing know.

Advance Housing have this policy to protect you.



Some of the Personal information Advance Housing collect are:

Your Name



Where you live



Date of Birth



NDIS Supports & SDA Plan



Advance Housing will keep your information it collects private. Private means Advance Housing will not tell people about it unless we have to.



Advance Housing get personal information from:

- You
- Someone who helps you with the NDIS:
 - a carer
 - disability service providers
 - other government departments.

You can give consent for other people to give Advance Housing your information.



Consent means you say **YES**.

You do not have to give us all your personal information.

If you do not consent we might not be able to provide you Specialist Disability Accommodation.

Advance Housing might ask you for your information by phone, email or in person.



If you are not sure the person you speak to is from Advance Housing you can

- call Advance Housing and ask for the Manager

If you think you spoke to someone who is not from Advance Housing, do not tell them your personal information. **NO**

email admin@advancedhousing.com.au or call 08 9845 9697

Advance Housing use your personal information to help us:

- give you services
- manage the NDIS
- contact you.

Advance Housing might need to tell other people about you because they:

- help with your NDIS plan
- give you supports you need.

Advance Housing keep paper records safe in our offices.

Our offices have secure access. Secure access means you need a special pass to get in the building.

We keep information on our computers safe.

We only tell people your information if the law says they can know.

You can see the personal information we have about you if you request this from Advance Housing.

You can tell us if the personal information we have about you is wrong.

For a copy of our more detailed policy – please refer to AH 03-05 Information Management and Privacy Policy.

It is our job to make sure you understand this policy.

Please speak to us if you need more assistance understanding this policy.