



NDIS Privacy Policy - Easy Read



About this policy

Advance Housing wrote this policy.

We wrote it in an Easy Read way.

We use pictures to help explain ideas.



What is privacy?

Privacy means:

- What we know about you
- What we do with that information

We have this policy to protect your privacy



What personal information do we collect?

We may collect things like:

- Your name
- Where you live
- Your date of birth
- Your NDIS supports and SDA plan



How do we keep your information safe?

We will

- Keep your information private
- Only share it if the law says we must
- Keep paper records in secure offices
- Keep compute records safe



We do we get your information?

We may get information from:

- You
- Your carer
- Service providers
- Government departments

You can say Yes to let others share your information with use.

This is called consent.



Do I have to give consent?

You don't have to give us all your personal information.

But if you don't, we might not be able to give your Specialist Disability Accommodation.

We may ask for your information by:

- Phone
- Email
- In person



How can I stay safe?

If you are not sure the person is from Advance Housing:

- Call us and talk to the Manager
- Do not share your personal information

Email:

admin@advancehousing.com.au

Phone:

08 9845 9697



Why do we use your information?

We use your information to:

- Give you services
- Manage your NDIS plan
- Contact you

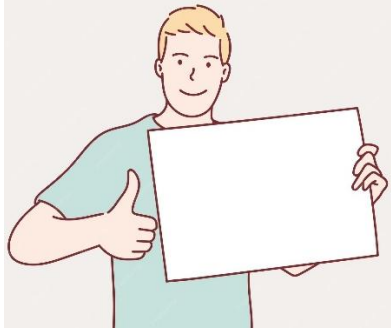
Who else might see your information

We may share your information with people who:

- Help with your NDIS plan
- Give you supports



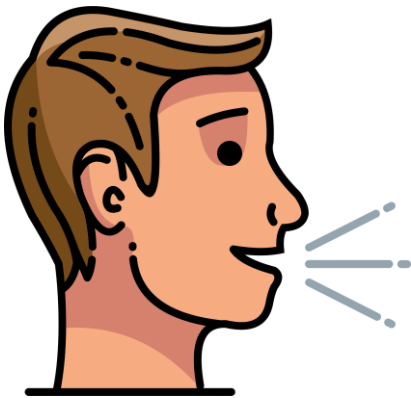
We only share your information if the law says it is ok.



Can I see my information?

Yes, you can.

- Ask to see your personal information.
- Tell us if something is wrong.



Need more help?

We want to help you understand this policy.

Please talk to us if you need help.

You can also read our full policy:
AH 03-05 Information Management
and Privacy Policy