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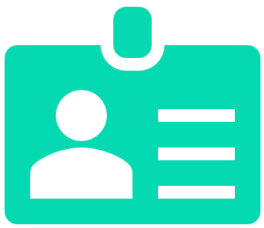
"Supporting a Lifestyle for People with a Disability"

EASY READ

Privacy and Your Personal Information



This document tells you **about your privacy and your personal information.**



To help us provide you with the proper support 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 Representative/Nominee**'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 Real Living Options' **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.



You can say ' no' when asked to share your information with government agencies (like the NDIS)**.**
This instruction 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.



We also ask you to include all the people you are **happy to share your personal information with** on the form**.**



Your information will **only be shared** with **people who you have said can see it,** like:

- a Representative/Nominee
- a trusted person
- other support providers
- support workers
- government organisations that support you



You have rights when it comes to the management of your personal information.



You can:

- **ask our General Manager to see** your personal information at anytime
- tell us **to correct** wrong or incomplete information
- **tell us if you think the** information is wrong and must be deleted