

# Privacy Policy (Easy Read)

## What are your rights?

This policy tells you about privacy and personal information.

My Support collects information about you to help us to provide the right types of support.

### You can choose:

- **Yes** or **no** to the type of information we collect, and
- **When** we are allowed to collect it



### Personal information may include:

- Your name, address, phone number and email address
- Details about people who you are close to (parents, siblings or a good friend)
- Your Guardian or Advocate's details (if you have one)
- Supports you need or receive
- Your medical records
- Other support providers you use
- How My Supports is helping you.

### Security

My Supports makes sure that your information is kept safe and private.



## You have rights about:

- How, when, and why we use your personal information and
- How we share and store this information.



## You can:

- Ask My Supports to see your personal information at anytime
- Tell us if you think information
- Is wrong and needs to be fixed or removed.

## My Supports will only share your information when:

- You agree
- You sign a consent form
- When the law, or someone's safety, requires us to.



## If you have a concern or complaint about your privacy, you can:

- Tell My Supports or
- Contact the NDIS Quality and Safeguards Commission on 1800 035 544 (free call from landlines)

## If you would like to know more about Privacy and your rights, you can visit the below websites:

- Privacy Act 1988
- Freedom of Information Act

If you would like this Policy in a different format or language, please let My Supports know.