



Easy Read Privacy



InSyncCS wrote this information.

When you see the words 'we' or 'us', it means InSyncCS



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

We use pictures to explain some ideas.



This Easy Read document is a summary of another documents.

You can ask for help to read this document.



A friend, family member or support person may be able to help you.

Why we have this policy



This document explains how we treat our clients with respect and keep their information private and safe.



We will explain to you, your rights about your information



We will keep your information in a safe place

We will only share your information if:



- You give us permission to, or



- We must by law

What is personal information?

Personal Information includes your:



- name and date of birth



- address, telephone numbers, email addresses



- bank account details

It also includes sensitive information about:



- your health records and health services



- your religious beliefs and practices



- political opinions you might have



- your cultural background



- the health of your family



- whether you have a criminal record



This information is kept private so that it does not cause discrimination or embarrassment to you or your family. Discrimination is when you are treated unfairly because of your race, belief, sexuality, or disability.



Your personal information is protected by the law.

This law is called the Privacy Act 1988.



We can only collect this type of information if you allow us to or we are permitted to collect it under the law.



You do not have to give us your personal information.

But, if you don't provide it, we might not be able to offer you the right service and supports.

What you can expect from us



We will explain what we do with your information



We will also explain how you can make a complaint



We have interpreter services if you need help understanding



Our staff will protect your information



All the people who work for us must sign a confidentiality agreement.

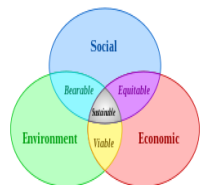
A confidentiality agreement is a document. It shows that the person who signs it agrees to keep information private and safe.

How information is collected and used

We collect your personal information if we need to use it for:



- managing a complaint



- organising services and programs outside InSyncCS



- deciding the best kind of support for you based on your personal needs



We collect this information directly from you or from your legal guardian



Sometimes we can collect this information from the government or other organisations where you receive support

Sharing your information with other people



We might need to share your information with other people so you can receive our services.



There is a Consent form that we will ask you to sign when you start receiving services from us.

The Consent form will explain:



- Who we get your information from.
- Who we give it to.



Sometimes we must give your personal information to other people or organisations, even if you say that this is not ok.



This only happens if we think that someone is not safe because we believe someone has committed a serious crime.

How we protect your information

We have a lot of practices in place to make sure that your information is safe.



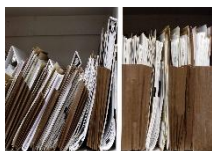
We keep filing cabinets locked.



We have strong computer protection.



If we believe your personal information has been lost, stolen or improperly disclosed and we think it is likely to cause you serious harm, we will tell you about it.



We keep information about people who use our services for 7 years.

Sometimes we keep them for longer.

Accessing your personal information



If details about your personal information changes, please let us know. For example, we need to know if you have a new address



or if you change your phone number.



If you want to access your personal information, you can contact the Director via the contact information listed on the next page.



You will need personal identification to access your information.

Contact us

You can speak to our someone at our office:

490 Ebdon Street South Albury NSW 2640



You can call us on 0429112752



You can email us at enquiries@insynccs.com.au



You can visit our website @ www.insynccs.com.au

Not Happy?

You Can Tell:



NDIS Quality and Safeguards Commission

Email: contactcentre@ndiscommission.gov.au

Phone: 1800 035 544 (free call from landlines) or TTY 133 677



If you are discriminated against or bullied because of your disability you can complain to the Australian Human Rights Commission. Phone: 1300 369 711