

Privacy and Confidentiality

About this document

This information is written in an easy to read way



We use pictures to explain ideas



You can ask for help to read this information



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



What does your Privacy and Confidentiality mean to us?

Respecting your rights to privacy and dignity



Protecting your legal and human rights



Keeping your personal information confidential, safe and secure



How will we do this?

We will:

- Place **you** at the **centre** of your support planning and review process



- keep all information about you **private** and **confidential**



- tell you the type of information we will keep on file about you



- ask if you are happy for us to keep this information about you



- abide by the law to protect your privacy



- we will not share information about you without your **consent**



- work with you and/or your chosen guardian to make sure that you are happy with the types of supports you get.



Achieve Australia

Contact Details

You can speak to someone at our head office:



Suite 1.01, 1 Epping Road
North Ryde NSW 2113



You can call us on:
1300 22 44 38



You can visit our website:
www.achieveaustralia.org.au