

# Privacy and Confidentiality

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#### **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



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## 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



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#### 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



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 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



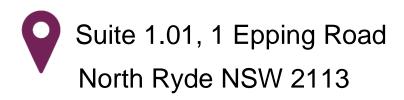
 work with you and/or your chosen guardian to make sure that you are happy with the types of supports you get.

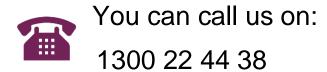


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### Achieve Australia Contact Details

#### You can speak to someone at our head office:





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

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