**Easy Reads**

Easy Read Privacy

|  |  |
| --- | --- |
| NDIS Provider Melbourne | NDIS Registered Psychologists - CAPS | When you see the words ‘we’ or ‘us’, it is talking about Child and Adolescent Psychology Services. |
| Getting a test - Easy Read | Department of Social Services, Australian  Government | This document is to help you easily understand the information.  Pictures are used to help explain. |
| 8,654,033 Document Stock Photos, Pictures & Royalty-Free Images - iStock | This document is an Easy Read version of another document. You can also access this other document if you would prefer. |
| Businessman Businesswoman Sitting Desk Looking Digital Stock Footage Video  (100% Royalty-free) 3781403 | Shutterstock | You can ask for help reading this document.  You can ask your family, friends, a support worker, or anyone else you would like. |

|  |  |
| --- | --- |
| **Why we have this policy** |  |
| Private Classified Confidential Sensitive Info Envelope 3d Illus Stock  Illustration - Illustration of information, rubber: 93405102 | This document explains that you will be treated with respect and your information will be kept safe and private. |
| Right Clipart Law And Order - Balance Clipart, HD Png Download ,  Transparent Png Image - PNGitem | We will explain your rights about your information |
| Locked Document Stock Illustrations – 2,075 Locked Document Stock  Illustrations, Vectors & Clipart - Dreamstime | We will keep your information in a safe place. |
| 4,456 Person Signing Form Photos - Free & Royalty-Free Stock Photos from  Dreamstime | We will only share your information if:   * You give us permission   Or   * We have to by law. |
| **What is personal information?** |  |
|  | Personal information includes your: |
| 3,951 Blank Name Badge Stock Photos, Pictures & Royalty-Free Images - iStock | * Name and birthday |
| Email Telephone Fax Address Icons Stock Illustrations – 433 Email Telephone  Fax Address Icons Stock Illustrations, Vectors & Clipart - Dreamstime | * Address, phone number and email address |
| 7+ Atm Clipart - Preview : . ClipartLook.com | HDClipartAll | * Bank account information |
|  | It also includes personal information about: |
| 17,164 Doctor Clipart Illustrations & Clip Art - iStock | * Your medical records |
| Stunning Religion Stock Images, Pictures, Photos - Shutterstock | * Your religious beliefs and practices |
| 728,535 Different Cultures Stock Photos, Pictures & Royalty-Free Images -  iStock | * Your cultural background |
|  | This information is kept private so that it isn’t used to discriminate against or embarrass you.  Discrimination is when you are treated unfairly because of your race, beliefs, sexuality, or disability. |
| Law Doc Clipart Stock Illustration | Adobe Stock | Your personal information is protected by law.  This law is called the *Privacy Act 1988*. |
| 3,612 Two People Signing Contract Stock Photos, Pictures & Royalty-Free  Images - iStock | We can only collect information is you give us permission or if we are allowed to under law. |
| 470 Man Saying Stop Photos - Free & Royalty-Free Stock Photos from  Dreamstime | You do not have to give us your personal information.  But  If you don’t provide us with it, we may not be able to give you the best support possible. |
| **What you can expect from us** |  |
| 248,759 Person Explaining Stock Photos, Pictures & Royalty-Free Images -  iStock | We will explain what we do with your information. |
| 5,020 Complaint Cliparts, Stock Vector and Royalty Free Complaint  Illustrations | We will also explain how you can make a complaint. |
| 638 Clip Art Of A Translation Illustrations & Clip Art - iStock | We can find an interpreter if you need help understanding. |
| Locked Document Stock Illustrations – 2,075 Locked Document Stock  Illustrations, Vectors & Clipart - Dreamstime | We will protect your information. |
|  | All our staff are trained to understand their role in protecting your information. |
| **How information is collected and used** |  |
|  | We collect your personal information when it is needed for: |
| 5,020 Complaint Cliparts, Stock Vector and Royalty Free Complaint  Illustrations | * Managing a complaint. |
| How to Become a Disability Support Worker In Australia|Salary & Education | * Organizing services outside of CAPS. |
| Disability Support Services Melbourne | Disability Service Providers | * Deciding the best supports for you. |
| Disability services & resources: families | Raising Children Network | We collect this information directly from you or your legal guardian. |
| Telephone Conversation Stock Illustrations – 20,443 Telephone Conversation  Stock Illustrations, Vectors & Clipart - Dreamstime | Sometimes we can collect information from the government or other organisation that provide you with support. |
| **Sharing your information with other people** | |
| 45 Disabled Child With Thumbs Up Photos and Premium High Res Pictures -  Getty Images | We might need to share your information with other people so you can receive services. |
| Mygeisinger Consent Form - Consent Clipart Transparent PNG - 600x600 - Free  Download on NicePNG | There is a Client Consent form that you will be asked to sign before you start receiving our services.  This consent form will authorize us to share your information with another organisation that support you. |
|  | This is so that all the organisations working with you can discuss how to give you the best support. |
| 993 Police Interview Photos - Free & Royalty-Free Stock Photos from  Dreamstime | Sometimes we will share your information with another organisation even if you have said no.  This is only when we think that someone is not safe or if we think a crime has been committed. |
| **How we protect your information** |  |
| Locked Document Stock Illustrations – 2,075 Locked Document Stock  Illustrations, Vectors & Clipart - Dreamstime | We have a lot or strategies to make sure your information is safe and secure. |
| Lock Filing Cabinet Clipart Free Download | Some information is paper.  We keep this in a locked filing cabinet. |
| Locked Computer Monitor Stock Illustrations – 499 Locked Computer Monitor  Stock Illustrations, Vectors & Clipart - Dreamstime | Other information is digital.  This information is kept in a strongly protected computer program. |
|  | If your information is lost, stolen or has been provided to someone who was not approved, and we think this could put you at risk, we will tell you about it. |
|  | If you’re under 18 years old, we will keep your information until you turn 25 years old. Otherwise, we will keep the information for 7 years after you leave our services. |
| **Accessing your personal information** |  |
| We need to include disabled people in our conversations about diversity -  Workplace Insight | If any of your information changes, please let us know. |
|  | If you would like to see your personal information, you can contact us using the information at the end of this document. |

|  |  |
| --- | --- |
| **Contact us** |  |
| Advertisement Clipart Computer Class - Letters To Email Illustration, HD  Png Download , Transparent Png Image - PNGitem | info@childandadolescentpsych.com.au |
|  | 0416 101 019 |