Your Personal Information

Easy English

When we work with you we will ask you for some **personal information**. Personal information is information about you. For example, your

- name
- birthdate
- address
- phone number
- what disability you have

  or

- where you work.

We will always follow the laws and the rules about how we

- ask for

  and

- use

your personal information.

You can find out more about our rules next.

These are our rules about personal information.

We will only

- ask for

  and

- use

personal information that we need to work with you. For example, to

- give you services

  and

- help you with your **NDIS** plan.

We will always ask

- you
- your family

  or

- your **guardian**

before we use your personal information for anything else.

We will only use your personal information without asking first if the law says we must.

We will always work very hard to make sure your personal information is

- correct
- safe

  and
- only used for
  - giving you services

    or
  - helping with your **NDIS** plan.

Our staff must sign an agreement that says they understand and must follow our rules about your personal information

We must make sure that

- you
- your family

  or

- **guardian**

can always

- see your personal information

  or

- change your information.

We will make sure that

- everyone who works for us knows our rules

  and

- our rules are on our website.

The Easy English in this book was written by Clear Words and Lifelong Pathways. April 2018.

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