

THIS IS AN EASY TO READ POLICY ON OUR PRIVACY POLICY



A **policy** is a plan for how we should do things. Policies are where rules come from.

What is this Policy about?



This policy will explain how we;



We collect your information



Protect your privacy



Keep your personal information safe



Share your information if we need to

Why do we need this policy?



The privacy is very important.



In Australia, we have privacy laws and rules we must follow.



They Include, Privacy Act 1988



And the Australian Privacy Principles

How we will manage the information.



All information DE.Me collects needs to be accurate,



Identifiable



And kept up to date.

What information will we collect.



De.me will collect only information that is needed to provide the best support to you.



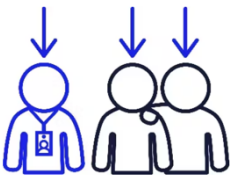
Such as your back ground or personal history.



What supports you needs



Some information from your NDIS plan.



Who is in your circle of supports.



Howe you feel, act interact with the world around you.



But we will only do all of this with your consent.

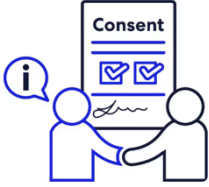


And continue to keep you updated throughout all of the process.

How your information will be stored.



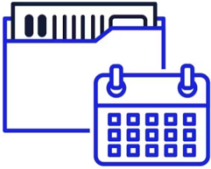
DE.Me will store all your information electronically.



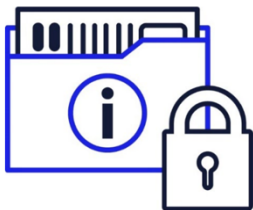
We protect this information by controlling who can see it.



And only allowing access to it, if you have given permission.



We ensure we only store it for a certain amount of time,



And that it is only access by those who have the password.

Will your information be shared?



Sometimes we need to share your personal information.



We always ask for consent before sharing information.



Or if we are required by law, or for an emergency.

You can change or access your information.



It's important to make sure your information is up to date, and share if things change.



You can do this by talking to anyone from DE.Me,



You can also request to see your information at any time,

What if my information is breached?



If at anytime your information has not been treated as per this policy we will let you know.



We will come up with an appropriate solution with you, in line with the NDIS requirements and the Australian Information Commissioner.



If you are worried about your privacy and your confidentiality, please speak to a DE.Me representative so we can assist.

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