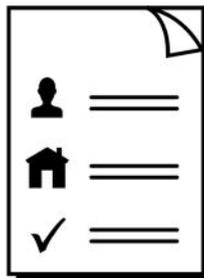


# Your personal information

## Privacy Collection Notice



Easy Read



## About this booklet



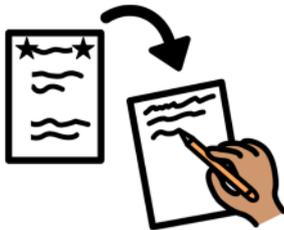
This booklet is from the Australian Foundation for Disability or Afford.



This booklet is written in a way that is easy to understand.



The information in this Privacy Collection Notice should be read with our full Privacy Policy on our website at [afford.com.au](http://afford.com.au)



We add a star before and after \*hard words\*. Then we explain what the words mean.



You can ask someone to help you read and understand this booklet.



Contact information is at the end of this booklet.



## About us

Afford supports people with disability.



We are a \*registered provider\* with the National Disability Insurance Scheme or NDIS.

Registered provider means we follow the rules set by the NDIS.

## Why do we need your personal information?

Your \*personal information\* means things we know about you.

For example

- your name
- where you live
- your contact information
- your date of birth.





When you use our services we **must** have some of your personal information.



Your personal information might come from

- your family



- your guardian

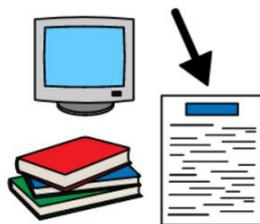
- someone else you trust.

We might use your personal information in different ways.



For example

- to send you information about our services



- to write reports.



We will **not** give anyone your personal information unless you say **yes** or the law says we **must**.

For example, to keep you safe.

## Where do we keep your personal information?



We keep your personal information on our computers.



Your personal information can only be seen by

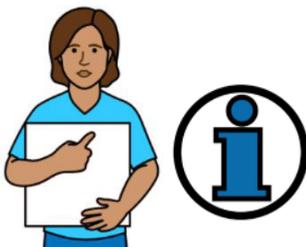
- Afford staff who need to read it
- people and groups who help us to look after you.



## Your rights



You have the right to know what we do with your personal information.



You can contact us to

- check your personal information
- make changes to your personal information
  - for example, to stop us from contacting you by email or social media.



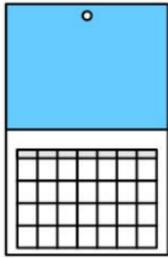
## How to give feedback



You can give us \*feedback\*.



Feedback means you tell us if you are happy or **not** happy with the way we manage your personal information.



You can contact us at [afford.com.au](https://www.afford.com.au) and we will try to get back to you within 30 days.



If you are **not** happy with our response, you can contact the Office of the Australian Information Commissioner at [oaic.gov.au/privacy/privacy-complaints](https://www.oaic.gov.au/privacy/privacy-complaints)



## More information

For more information contact Afford.



Call 1800 233 673



Website [afford.com.au](http://afford.com.au)



Email [privacy@afford.com.au](mailto:privacy@afford.com.au)



If you need help to hear or speak you can use the National Relay Service.

Call 1300 555 727

Website

[communications.gov.au/accesshub/nrs](http://communications.gov.au/accesshub/nrs)

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For more information, please visit [easyreadaust.com.au](https://easyreadaust.com.au)