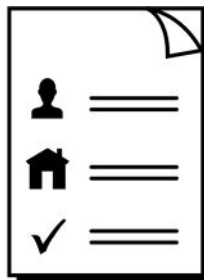


Your personal information

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



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

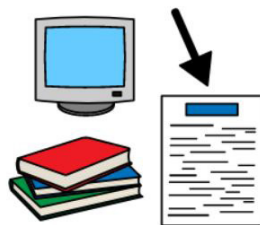
- someone else you trust.

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

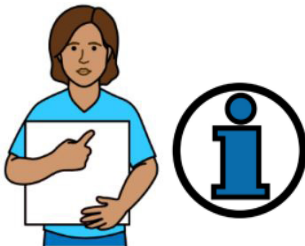
- Afford staff who need to read it
- people and groups who help us to look after you.



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.

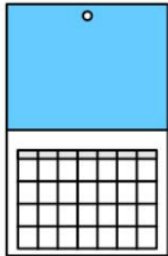
How to give feedback



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



Email 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

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For more information, please visit easyreadaust.com.au