Afford

Your personal information – Privacy Collection Notice

**Easy Read 2022**

This is the text-only version of the Easy Read document.

**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://www.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](http://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](file:///G%3A%5CMy%20Drive%5CA%20ERA%5C3.%20Scope%20resources%5CScope%20design%5CWord%20template%5Coaic.gov.au%5Cprivacy%5Cprivacy-complaints)

**More information**

For more information contact Afford.

Call 1800 233 673

Website [afford.com.au](http://www.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](file:///G%3A%5CMy%20Drive%5CA%20ERA%5C3.%20Scope%20resources%5CScope%20design%5CWord%20template%5Ccommunications.gov.au%5Caccesshub%5Cnrs)

Acknowledgements

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