

Privacy at ADACAS



What is privacy?

All people have a right to privacy.

Private things are the things you choose not to tell other people.

Other people must respect your right to privacy.

Keep information private so that you and your things stay safe.



What should I keep private?

Things you would usually keep private are

- Where you live
- Your phone number
- Your bank account
- Your money and what you own
- Your health



When should I share my information?

Sometimes you need to share information.

You only share information with people you trust.

You need to tell a doctor about your health so they can treat you.

You might need to tell Centrelink about your bank account.

The Supported Decision Making team at ADACAS may need some of your private information to support your decision.

Rules

We must follow rules when we collect your information.

The rules say

- What information we can ask you for
- How we keep your information safe
- What we can share with others
- When we might share it with others

The rules say that we must look after your privacy.
We must follow the rules to keep you and your information safe.



What information would we ask you for?

We will need your information if you would like support from us.

- Name
- Telephone number
- Address

We need information about the decision you want support for .

If you have any papers or letters about your decision we might ask to see them.

We might also ask you for information about other people who support you



Can we share your private information with others?

We may need to share information to support your decision.

You tell us what we can share.

You tell us who we can share it with.

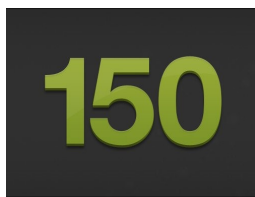
The only time this might be different is if we believed that you were in danger. Then we may share your information to keep you safe.

What does ADACAS do with your information?

When decision support ends the rules say we must give you back your documents.

We keep a copy of your information for 7 years. Then we must destroy it.

You can see information ADACAS has about you at any time. Ask the Supported Decision Making Team.



De-Identified Information

Sometimes we use de-identified information. This means we take out all personal information to count numbers. We might count

- The number of men and women who used ADACAS
- How old they were and the languages they speak
- The type of service we provided
- The type of decision you want to make

ADACAS will never show your name, address or any other information that says who you are.

We share this information with the government. This helps them to plan services for the future.



Look after your privacy

You should protect your privacy.

Think about where you keep information about yourself.

Decide what information you want to share.

Decide who you want to share your private information with.

Talk to a person you trust about how to keep your privacy safe.

Talk to the Supported Decision Making team about your privacy.

Speak out if you think your privacy is not being respected.

Protect your right to privacy. Know when to share your information.

Please tell us if you want more info about ADACAS and your privacy.