



# How we keep your information safe

We call it privacy



Easy English

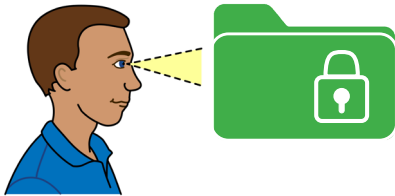


There are rules about your information.

Like

- how we keep it
- what we can do with it.

We call the rules a privacy policy.

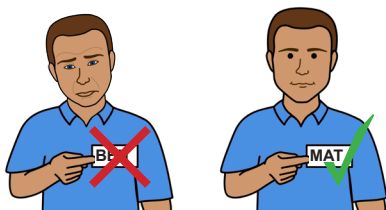


You can ask to see your information.

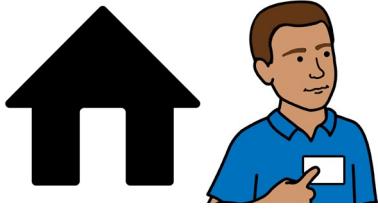
We keep it in a file.



You can change things in your file.



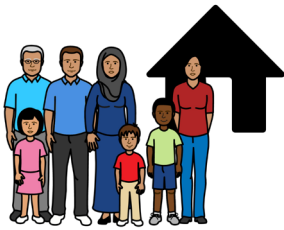
You can use the name you want in your file.



We ask for information so we can help you.

Like

- your name
- where you live
- your birth date.



We may ask for information.

Like

- who you live with

**or**



- about your health.



There are things we **must** do.

Like.

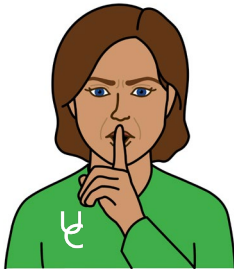
- write down your information

**and**



- keep your information safe.

**and**

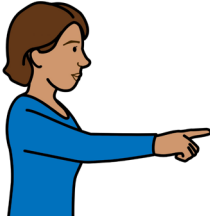


- keep what you say private.

Private means we do **not** tell people.

Laws tell us when we must share information.

Like when you are **not** safe.

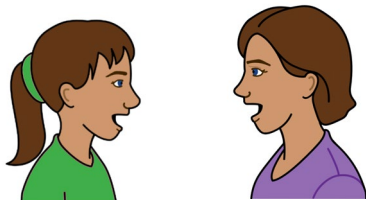


You can choose



- who we can share your information with

**and**

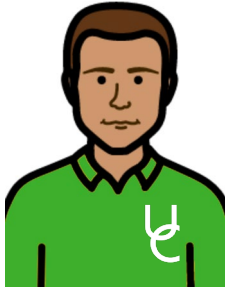


- who we ask about you

**and**



- **not** to tell us things.



**Talk to us**



Call 1800 615 677



Email

[Privacy@unitingcommunities.org](mailto:Privacy@unitingcommunities.org)



Visit us

43 Franklin Street

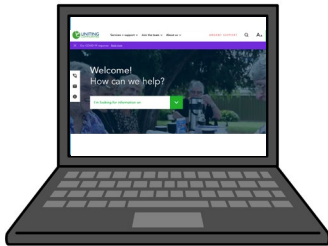
Adelaide SA 5000



Write to us

GPO Box 2534

Adelaide SA 5001



Go to [www.unitingcommunities.org/privacy](http://www.unitingcommunities.org/privacy)



## Images

We have used images from

- Boardmaker
- The Noun Project.

