

**S.C.O.P.E. Inc.** 

Support Community Opportunity Partnership Empowerment

## Privacy Policy Statement

## How to use



This information is written in an easy to read way.

We use pictures to explain some words.

This document is a summary of another document.



You can find the longer document on our website  
[www.scopeinc.org.au](http://www.scopeinc.org.au)



You can ask for help to read this document.

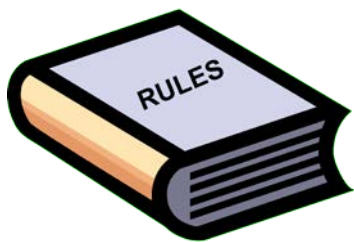
A family member, friend or support worker may be able to help you.

## Privacy Laws



We must protect the information that you give to us.

In Australia, we have laws about privacy. These laws say:



- We must keep information about you safe
- We must tell you how we will use the information about you
- You can ask to see information about you and ask to change it
- You can tell us if you are not happy with how we have used your information

## Personal Information



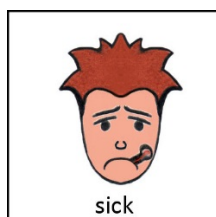
Person information can be:

- Your name
- Address

## Sensitive Information

Sensitive information is

- What country you are from
- Your religion



- If you have been to jail
- Your health

We do not collect sensitive information unless we really have to.

## Collecting Information

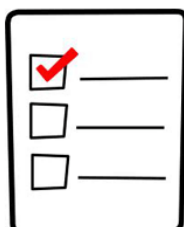


We only collect information about you if it is needed for your support.

We will always try to collect information from you directly.

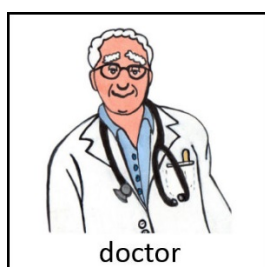
We can collect from another person, if we ask you and you say it's OK

## Using Information



We will only use your information to make sure you are receiving the right supports.

## Sharing Information



We will ask you if it's OK for us to give your information to someone else.

This might mean giving your information to a doctor to help you get medical treatment.



Sometimes we might need to share your information without telling you.

This can happen when someone might be hurt or if the police ask us to.

## Checking Information



You can ask to see what information we hold about you.

You can correct information if our information is wrong.

## Keeping your information private



We keep your information in a safe place.

This means it is kept where it cannot be stolen or used wrongly.



We must store all electronic data securely

Only some people who work for us can access your information.

## Not Happy



If you are not happy about the way that we use your information you can make a complaint.

You can contact the office or ask staff to help you



You can also get help from family or another person.

## Contact Us



If you would like to know more about the information we keep about you and your privacy rights, you can call us on 07 5428 0155.