



## PRIVACY AND YOU EASY READ

**This document is about your privacy.**

**This is about the things we know about you.**

**This is about what we do with what we know.**

**The information is written in an easy-to-read way.**





**Nascha Inc. [Nascha] must follow the privacy rules.**

**The Privacy & Dignity Rules are in the NDIS Practice Standards.**



**The Privacy Act is made by the Australian Government. We must also follow these rules.**



**We will only collect information that will help us do our job.**

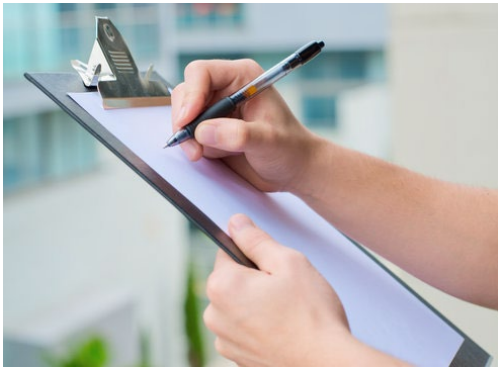


**When you commence services with us, you will sign a Service Agreement. This is also a consent form. This tells us that you agree to let us keep your personal information.**



**Information about you may include:**

- **Your name**
- **Your Address**
- **Your Age**
- **Emergency Contacts**



**Other information we collect may include:**

- **Your health**
- **Your funding**
- **Your goals**
- **Incidents or Accidents**
- **Photo**



**We will make sure the information we keep about you is correct.**

**We must keep your information private and only share information *when* we need to.**



**We will only share information to other people if it is the law.**



**We may share information to the government (NDIS) or Department of Communities.**



**We need to get your consent to share your information with anyone else.**



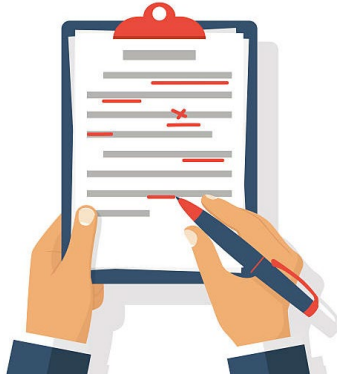
**Information is kept secure and safe**

- In our offices
- In our computers



**We will make sure that your information is not out in the open for others to see.**

**You can see information about you when you ask.**



**You can make changes to your information if you see that there are any errors or if anything changes.**



**If you have any questions, you can speak with your Service Manager or CEO.**



**Unit 3 / 19 Mumford Place,  
Balcatta WA 6021**



**You can call us:**



**(08) 9401 9070**

**You can go online on**



**[www.nascha.org.au](http://www.nascha.org.au) /  
[admin@nascha.org.au](mailto:admin@nascha.org.au)**

**If you have a concern about your services. It is important that you talk about it.**





NDIS Quality  
and Safeguards  
Commission

**You can contact the NDIS  
Commission.**

**We may need to share  
information with the NDIS if  
there are any serious  
incidents.**



**1800 035 544 / TTY 133 677**



**Or you can complete a  
complaint form online.**

**<https://www.ndiscommission.gov.au/about/complaints>**

Version	Date	Author	Revision Notes
1.0	October 2021	Q&C Officer	First Release