



YOUR PRIVACY IS IMPORTANT

A guide for the Minda community

Your privacy is important

This booklet tells you how we will keep your information private



This book is written in an easy-to-read way.

We use pictures to explain some ideas.



This book has been written by Minda.

When you see the word "we", it means Minda.



You can ask for help to read this book.

A friend, family member or support staff might be able to help you.

Your Privacy



Privacy means keeping personal information about you secret.

Personal information is things like:

Where you live



What medications you take

Information about your disability

Which Minda support services you use



Your bank details

Your Positive Behaviour Support plan, if you have one.



We follow Privacy Legislation.

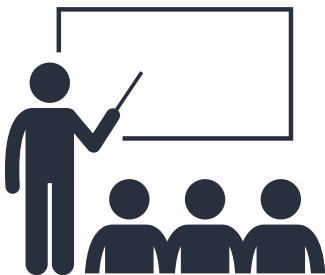
Legislation is another word for laws.

We keep your information private by:



Keeping it safe in our computer system.

Making sure only Minda staff can see it.



Making sure Minda staff know what is private information.

Making sure Minda staff know who is allowed to know your private information.



Why does Minda need to know your personal information?

Knowing information about you helps us:



Get to know you, and make sure you have the best supports for you

Make sure you have the right medications

Help you be safe



Know how to contact you, and who to call if there is an emergency

Follow the right Positive Behaviour Support Plan, if you have one.



Sometimes it will help you if we share information about you.



This could be telling a doctor what medicine you take if you are sick.



We will always ask you if this is ok first.



Sometimes the law says we have to share information about you.

This can be to help keep you safe.



It can be to report if something bad has happened to you, like being hurt.



We will tell you if this happens.



The information we have about you is YOUR information.

You are always allowed to know what information we have.



You can ask support staff to see it.

It can help us to support you better if the information we have is right.



Let us know if things change, like the medications you need to take, or where you live.

What can you do if you want to know more about your private information?

If you have any questions or feel worries about your privacy, email Privacy@Minda.asn.au

If you want to speak to someone else about a privacy question or worry you can contact the Office of the Privacy Commissioner:

<https://www.oaic.gov.au/privacy/privacy-complaints/>

Your privacy is important



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