	Privacy Policy	
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Privacy Policy



**An Easy Read version of
 Karden Disability Support Foundation's
*Privacy Policy***

What is a Privacy Policy?



Karden Disability Support Foundation (KDSF) believes that trust and privacy are very important.



Because privacy is so important to us, we follow the two laws that apply. These laws are the:

- *Information Privacy Act*
- *Health Records Act*.

Who is the Privacy Policy for?



This Privacy Policy is for anyone who is a KDSF:

- client
- staff member
- volunteer.

What does the Privacy Policy say?

KDSF will only collect personal information that will help us:

- look after our clients, staff and volunteers
- run our business well.

We will ask you if it's okay to collect your personal information.

We will tell you:

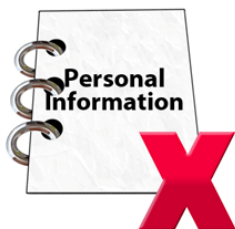
- why we need your personal information
- who can see your personal information once we have it.



We will collect your personal information in a way that is fair and legal.



We will do our best to make sure your personal information is correct, complete and up to date.



Sometimes people don't want to give us their personal information. This can only happen in special situations. You can talk to us about this.



We will only use or share your personal information if it has something to do with work.



We have rules about handling your personal information. All our staff members follow these rules.



We will store your personal information in a safe and private place.



We will use a special code to identify your personal information. This code is only used by KDSF.

Sometimes people may ask to see your personal information. This could be a staff member, your carer, or a family member.

We will only share your information with people if you say it's okay.



We will not share your personal information with anyone outside of Australia, unless you say it's okay.

If we don't need your personal information anymore, we will destroy it in a safe way.