



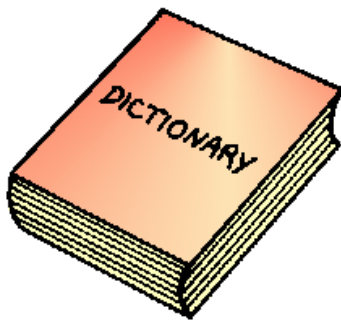
Privacy and Confidentiality – Easy Read



Your right to privacy with our services.



Everyone has a right to **privacy** & **confidentiality**.



Privacy is about information that is protected under law like details about your disability.

Confidentiality is about the information we get from your referral form.



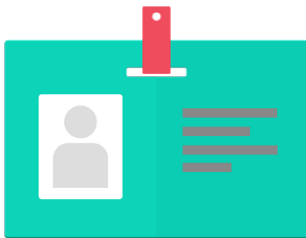
All the data we collect is stored in a safe database called echidna.



When needed documents can be delivered by post or emailed to you.



If you feel like your privacy has been ignored please ask our directors to contact you by emailing hello@inclusiontree.com.au



We can make each profile private so only your workers can see any information including your name.



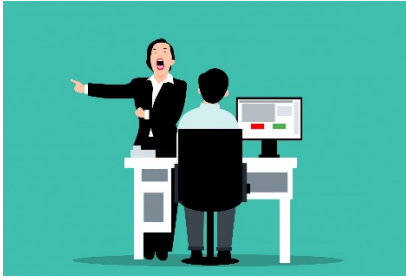
All team members will **not** share information without your **consent**.



Consent means that you have given the okay to do something.

An example of this is if we need to share documents to allied health teams to make sure you get the best care.

If you agree you are giving your consent.

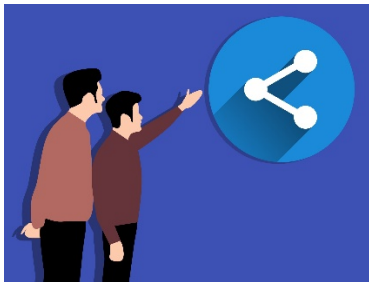


If we find out that confidentiality or privacy has been ignored the person may lose their job and be reported to NDIS.



We will only do something without your consent if your life or another persons life is in danger.

Different times we may need consent.



We will ask for your consent before sharing information with other people.



All consent must be **informed consent**.



Informed consent is when you decide something after being given all the facts and are told about the risks.

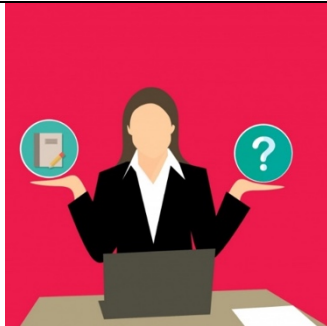


Office of the
Public Guardian

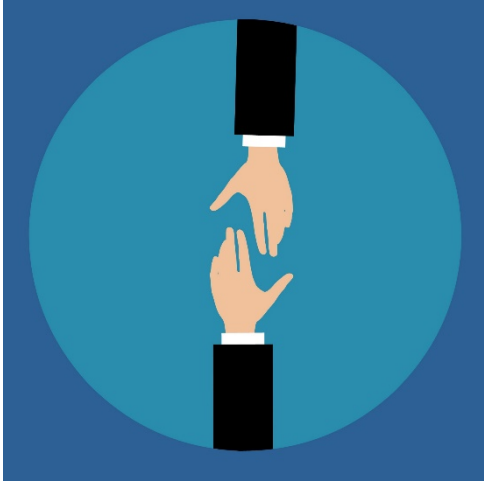
If you cannot give your consent we will ask your guardian or plan nominee for consent on your behalf.



For day-to-day decisions we will make decisions based on **implied consent**.



Implied consent is when we can assume you would consent to something because you have done so recently.



If we are worried about the decision we will ask for advice from external agencies.



We will review your consent choices yearly.

