



Privacy dignity and confidentiality – Easy Read



Who can access my information?



You can choose who is allowed to access your information.



We will keep your information secret unless it is a safety risk.



If other people ask us for your details we will ask you before giving it to them.

What does Inclusion Tree do with my details?



We will tell you why we need the information.



We keep all information on a **database** called echidna.



A **database** is like an online filing cabinet.



All information is kept in our system for 7 years.



You are allowed to say no when asked if we can share information.



If we ask to use your story or photo you can say no.

Is my information safe?



Your information is safe with us.



You can ask us what information we have.



We will tell you if someone asks us for information.



We will ask before we share something.

JOHN SMITH

You can use a fake name for your information.

