

Your information

We need to know some things about you. There are laws to make sure your information is kept private. These laws say:

- how we can collect information
- how we store information
- who can see your information
- what we do with your information

This brochure explains how we follow those laws, respect your privacy, and what you can do to make sure your privacy is respected.

This information is taken from the *Privacy and Confidentiality Policy*. If you wish to read the entire policy, we are happy to provide a copy. Just ask.

It's OK to Complain!

If you feel your rights are violated, tell us.

Contact your dietitian or directly to Nutrition Health and Wellbeing's Director, Leeanne Azzopardi who will assist you with filling out an incident and complaint form.

Write to us:

Mail: Nutrition Health and Wellbeing
PO BOX 444, Essendon Nth, VIC, 3041
Email: admin@nhwellbeing.com.au

Phone us:
1800 313 800

You can contact the NDIS Commission

web: www.ndiscommission.gov.au phone:
800 035 544
TTY: 133 677.
Interpreters can be arranged.

Advocates can help you complain

The National Disability Advocacy Program can help you work with an advocate.

Email them at:

disabilityadvocacy@dss.gov.au

Or write to:

Disability, Employment and Carers Group
Department of Social Services
GPO Box 9820
Canberra ACT 2601

Or search "disability advocate" online.



Dietitians

NHW

Nutrition Health & Wellbeing



PRIVACY AND
CONFIDENTIALITY
Your Privacy Matters

Your Information belongs to you

Asking about you

Your personal information belongs to you.

We need your permission to collect information about you, and to share your information.

You don't have to give permission.

Your information helps us provide good and safe services.

We only ask for information we need.

We will tell you why we need it.

That includes photos and videos too.

If you don't understand why we need information, it's OK to ask us.

*Keeping your Information **safe***

Keeping it safe

We will protect your information and only use it for the right reasons, and only show the right people.

The people who work with you need to see your information. It helps them deliver better services.

We will only share your information if:

- you give permission to share it, or
- we are very worried about your safety, or
- if the law requires us to share it.

You can see your information too. Just ask us.

*Keeping your Information **up-to-date***

Keeping it right

If your information is not correct, we may be unable to do a good job.

Give us correct information, and help us keep it up-to-date.

If your personal information changes, please let us know.

Moved house? New phone number? New service provider? New contact?
— remember to tell us!

We will also check your information regularly, and update it.