

LifeSkills

Victoria Inc.

Easy English

Privacy and Confidentiality Policy



Table of Contents

Contents

Privacy and Confidentiality 3

What Privacy and Confidentiality mean to us?..... 4

How will we do this? 5

Life Skills Victoria Details 7

Privacy and Confidentiality



This information is written in an easy-to-read way. About Life Skills Victoria (LSV) Privacy and Confidentiality Policy.



We use Pictures to explain some ideas.



You can ask for help to read this information.



A family member, friend or support person may be able to help.

What Privacy and Confidentiality means to us?



Respecting your rights to privacy and confidentiality.



Protecting your legal and human rights.



Keeping your personal information confidential, safe and secure.

How will we do this?

We will:



Place **you** at the **centre** of your support planning and review process.



Keep all information about you **private** and **confidential**.



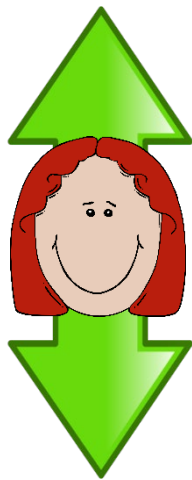
Tell you the type of information we will keep on file about you.



Ask if you are happy for us to keep this information about you.



Abide by the law by to protect your privacy.



Will not share information about you without your **consent**.

Life Skills Victoria Details



You can speak to someone at our Head office:

[2a High Street, Moe VIC 3825](#)



You can call us on:

(03) 5127 7999

You can visit our website:

www.lifeskillsvic.com.au