

# Keeping your information private!

## Information



It is written in an easy to understand way.  
We use pictures to explain things...





Let's Start!



## Your privacy?

Privacy means things we know about you and what we do with what we know.



TOC recognises the importance of privacy.

We are committed to protecting your personal information.

The Privacy Act 1988 regulates the way we collect, store, provide access to, use and disclose personal information.





## What personal information does TOC keep?

Private means we will not tell people about it unless we have to.

We keep personal information about:

Your name, family and relationships

Your information about your disability

Your work details

What supports you get.

A close-up photograph of a form titled 'Personal information' in a green header. Below the header, there is a section titled 'Your details' in a green box. Under this section, there are four labeled fields: 'First name(s):', 'Date of birth:', 'Address:', and a partially visible 'Surname' field. Each field is followed by a grid of small squares for data entry. An orange pen with a blue eraser is lying diagonally across the 'Date of birth:' and 'Address:' fields.



## Where does TOC keep your personal information securely ?

We keep paper records safe in our offices, in locked cabinets



We keep information on our computers safe.



We use this information to help us understand how to best support you.

We only tell people your information if the law says they can know.





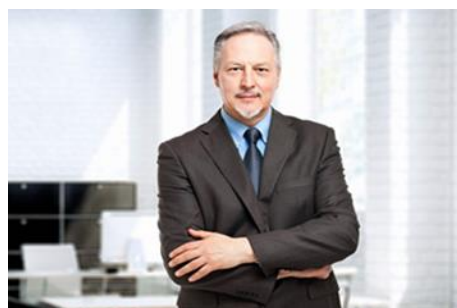
How does TOC make sure my personal information is kept private?



TOC will make sure that our policies about privacy are kept up to date



TOC will make sure that all staff read and follow the privacy policies





## Will TOC share my personal information without asking me?

Yes, we may sometime,

If you or someone life is in danger.

If the law has been broken.

If the law asks for it.

