



Australian Government

Department of Health, Disability and Ageing

# Disability Safeguards Consultation

## Privacy Notice



# PRIVACY





## Australian Government

Department of Health,  
Disability and Ageing

The Australian Government Department of Health Disability and Ageing wrote this.

We say **DHDA** for short.

When you see the word **we** it means DHDA.



We wrote this in an easy to read way.

We use pictures to explain some ideas.

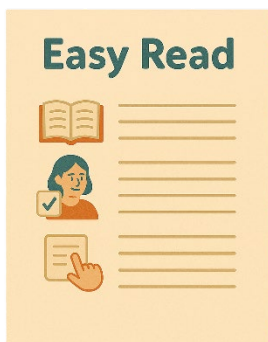
# Bold

We have some words in **bold**.

# Not bold

This means the letters are thicker and darker.

These are important words.



This is an Easy Read summary of another document.

This means it has the most important ideas.



We can answer any questions by email.

Email us

[disabilitysafeguards@ahaconsulting.com.au](mailto:disabilitysafeguards@ahaconsulting.com.au)



You can ask for help to read this document.

You can ask

- A friend
- Family members
- A support person.



We recognise Aboriginal and Torres Strait Islander people as the **Traditional Owners** of the land we live on.



They were the **first people** to live on and use the

- Land
- Waters.

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# Privacy Collection Notice



This document tells you

- The rules we must follow when we collect your information
- What we will do with your information.



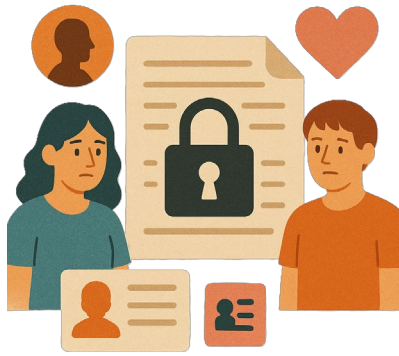
When you answer questions in our **consultation** you will share information with us.



Consultation is when the government works with the disability community.

It makes sure that the government is listening to communities.

This helps the government make better plans to support people with disability.



You might share

- Personal information
- Sensitive information.

# What is personal information



Personal information is information like your

- Name



- Phone number
- Address



It is information so we can tell people apart.



We have rules we **must** follow when people share information with us.

# What is sensitive information



Sensitive information is information like

- What you think
- Different groups you join.



They could be things like

- What country you are from



- What you think about politics
- What religion you practice



- Who you have relationships with.



# Who will collect your information

DHDA is working with



- **Australian Healthcare Associates**

We call it **AHA** for short.



AHA are **experts** in

- Disability
- Doing consultation.

Experts are people who know a lot about something.



**Australian Federation of  
Disability Organisations**

AHA are working with **Australian Federation of Disability Organisations.**

We call it **AFDO** for short.



AFDO will make sure people with disability can take part in this work.



AFDO do **advocacy** work.

Advocacy is when someone supports you to speak up for your **rights**.



Rights are **rules** about treating everyone

- Fair
- Equal.



They will collect the information you give us.

# What information is being collected



You can choose what information you want to share with us.



Some things you can choose to share with us is your

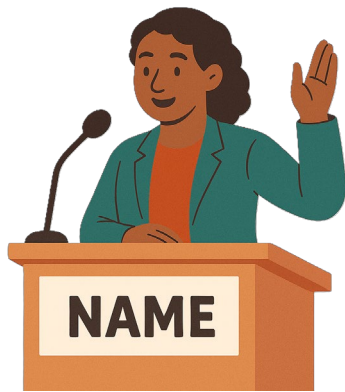
- Name



- Contact information

This is things like your

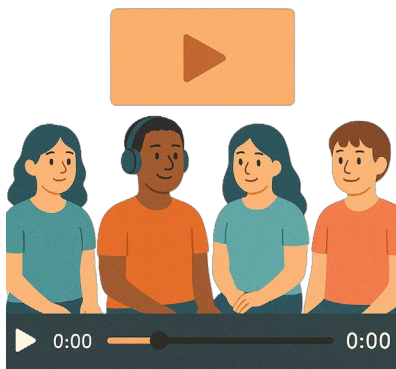
- Phone number
- Email address.



If you speak at an event we will include

- Your name

We will give you a different name if you do **not** want to share your real name.



- The video of the event



- The **audio** of the event

Audio is speaking only.



- Your signing if you used **Auslan** at the event

Auslan is Australian sign language.



- What you look like if you talked at the event



- Any ideas or experiences you shared at the event.



You could also share things about you

- Who you are

Like if you are a person with disability.



Any information you want to share about your disability



- Your age



- Your **gender**

People say what gender they are.

They might be

- A man
- A woman
- A different gender
- No gender.



- Any groups you are part of

Like people from different cultures



- What state or territory you live in

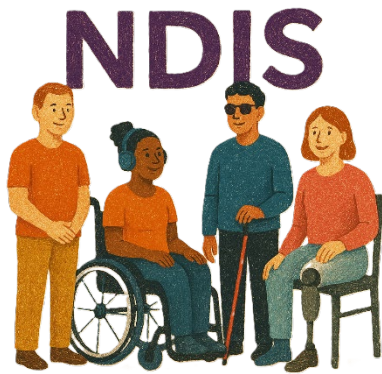




- What area you live in

Like

- Capital city
- Regional area



- If you get NDIS supports.



You can only share information about other people

- If they have given you **permission**

Given permission means they said you could share about them.





- You are allowed to share the information

This could be if you are a

- Parent
- Guardian.



You do **not** have to share your name with us.

You can choose to share information using a different name.



We will try hard to make sure **no one** knows who gave each answer.

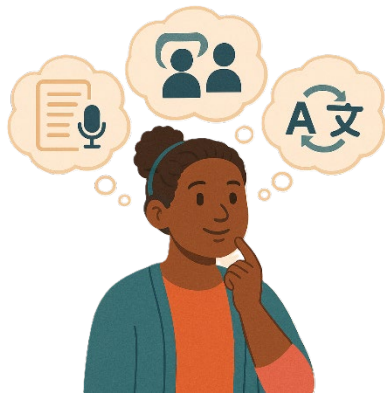
Sometimes it is **not** possible to do this.



If you share information about your experience people might know you said it.

When you share information like this we will look after it as personal information.

# Helping us understand your information



To help us understand we might need to

- **Transcribe**
- **Interpret**
- **Translate**

Your answers.



Transcribing is writing down what you are saying.



Interpreters are people who change what someone is saying into the words of another language.



Translate means change the words from 1 language to another.



This could be done by someone outside of

- DHDA
- The people helping us with the consultation.

# Why we collect your information



You can share your information when you take part in our consultation.



Our consultation will help us write the

- Disability Support **Quality** and **Safeguarding Framework**

We call it the **Safeguarding Framework** for short.



Quality means services that

- Helps people



- People get what they need



- People feel happy with the service



- The service does everything they are supposed to.



Safeguarding means protecting people with disability from harm.



A framework is how we will do something.



- Disability Support **Ecosystem**  
Safeguarding **Strategy**

We call it the **Safeguarding Strategy** for short.



Ecosystem is everything working together.

This means that disability services work together to support people with disability.





A strategy is a plan for how to do something.



The information you share will help us write them.



We might use the information you share for future work.





Some of the information shared with us could be used for **research**.

Research means

- Finding out what people think about things
- Using the information to **help others**.



Any information that could be used like this will be stored so no one knows who said it.

This is called **de identifiable information**.



We have rules that we must follow when storing this type of information.

# What would happen if we did not collect your information



You can choose to share your information with us.

You do **not** have to share your information if you do **not** want to.



We will still be able to listen to your ideas if you do **not** share your information with us.



It may make it harder for us to

- Use your information in the future like with research



- Say exactly who took part in our consultation.

# Who we might share your information with

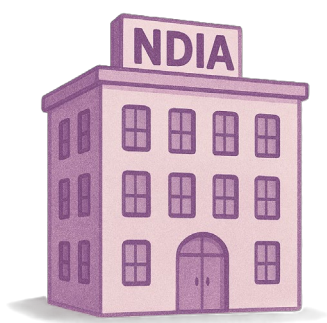


There are some people we might share your personal information with like



- Our **ministers**

Minsters are leaders in the government.



- Other government departments

Like

- Services Australia
- National Disability Insurance Agency.



- When the law says that we have to

Like if someone might get hurt.



We might share your information with people overseas.

We will only do this if you say it is okay.

# Sharing some information



Some information will be shared with the public.

This means everyone will be able to read it.

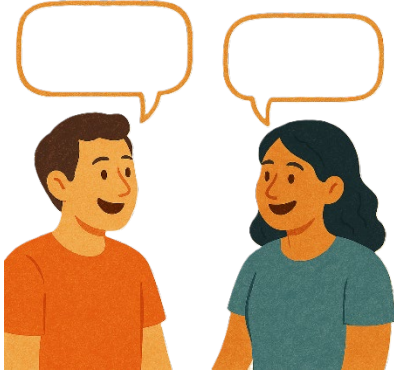
“quote”

This could be things like

- **Quotes**

Quotes are writing or saying exactly what someone has said.

We use **quotation marks** to show what bits you said.



- Your **opinions**

Opinions are what you

- Think
- Feel

About something.

It is **not** a fact.

People have different opinions.



- Experiences you share.



This information could be in

- Meeting notes



- Reports we share with everyone



- **Policies**

Policies are plans for how to do things.



- Frameworks

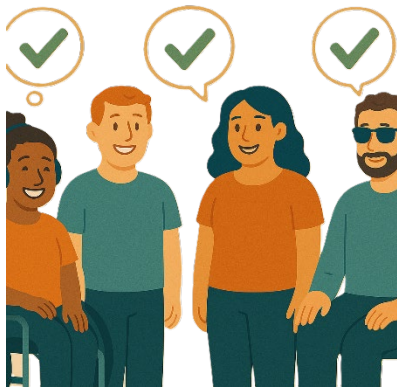


- Strategies





- Anything else that we use the information for.



We will **not** put your name in anything that is shared outside of DHDA.

Unless you say it is okay for us to share your name.

## More information



If you want to read more about how we look after your personal information you can go to our website.

[www.health.gov.au/resources/publications/privacy-policy](http://www.health.gov.au/resources/publications/privacy-policy)

It is **not** in Easy Read.



It has more information about how you can

- Look at your personal information



- Make changes to the information like if it is wrong.

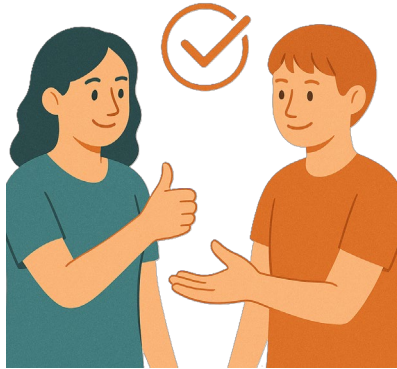


It also tells you how to make a **complaint** if you think we have **not** followed the rules.

Complaints are when you tell someone they have **not** done a good job.

Everyone has the right to make a complaint.

# Consent



By sharing your information with

- AHA
- AFDO
- DHDA

You **consent** to us using it like we have said we will.

Consent means you agree.



If you are sharing information about someone else you can only do this

- If they have given you permission



- You are allowed to share the information

This could be if you are a

- Parent
- Guardian.

## Contact us



You can contact us if you **need more information.**



You can send us an email.

[privacy@health.gov.au](mailto:privacy@health.gov.au)



You can call us.

**02 6289 1555**



You can send us a letter.

Privacy Officer

Department of Health Disability and Ageing

23 Furzer Street

Woden

ACT 2606

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