

## Privacy Policy (Easy English Version)



The Centre for Disability Studies (CDS) recognises the importance of privacy.

We are committed to protecting your personal information.



This Privacy Policy applies to everything you do with CDS.

We assume that you agree with this policy every time you:



- Use CDS's website



- Write to CDS



- Talk to a CDS staff member

## What Personal Information Does CDS Collect?

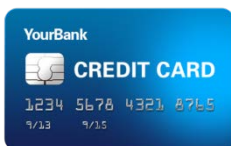


CDS only collects personal information that it needs.

For example, if you are a client of CDS, we may collect your:

A yellow rectangular form with three sections. The first section is labeled 'Name' and has a horizontal line below it. The second section is labeled 'Address' and has two horizontal lines below it. The third section is labeled 'Phone Number' and has a horizontal line below it.

- Name
- Contact details
- Employment details
- Information about what you do with CDS



If you are paying CDS for something, we may collect your:

- Credit debit card information or
- Bank account information

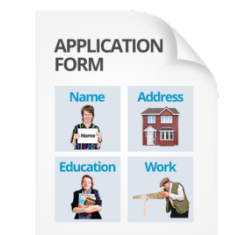


If you work for CDS, we may collect your:

- Name
- Contact details
- Position in the organisation

If you subscribe to a CDS mailing list or attend an event organised by CDS, we may collect your:

- Name
- Contact details
- Job title
- Areas of interest
- What you do with CDS



If you apply for a job with CDS, you will give us personal information in your job application.



If you apply for a job at CDS but do not get it, CDS will get rid of the information you gave us within 6 months.

## How Does CDS Collect Personal Information?



CDS will ask you for any personal information we need from you if we can.



Sometimes we might receive personal information from someone else.



We will try to let you know when we are getting information from someone else.

## Why Does CDS Collect Personal Information?



CDS collects personal information that we need to do what we are meant to do.



We only use personal information for the reasons you gave it to us, or other legal reasons.

## Clinical and research information collection



CDS runs some health clinics.

These clinics may collect medical information to provide health assessments and health services.



Medical information is stored securely.



Sometimes we might share personal information with other health professionals.



We will try to let you know when we are sharing information with someone else.



Sometimes we may use some information from your medical file to do research.



This information is de-identified. That means no one knows the information is about you.

## Credit Card and Bank Account Details



If you are paying CDS for something, we may collect your:

- Credit debit card information or
- Bank account information



This information will be deleted once the payment to CDS has gone through.

## How Does CDS Use Your Personal Information?



Generally, it will be clear why CDS is collecting your personal information.



We may collect information:

- To get to know you
- To give you what you paid for





- To decide whether we are doing a good job, or could do better



- For the reasons you gave it to us, or other legal reasons.

## Where Does CDS Store The Personal Information Collected?



Most of the information that CDS collects is held in Sydney, NSW.

Some information is held securely in New Zealand by the people who manage our website.



This includes information collected on computers and on paper.

## When Does CDS Disclose Personal Information?



Sometimes CDS might share personal information with other people.

We may do this if:



- It is necessary to do what you have asked us to do



- Someone else takes over what CDS does for you



- Someone wants to check that CDS are doing things right

## How Does CDS Ensure Your Personal Information Is Correct?



We try to make sure that all personal information is accurate and up to date.



You can help us make sure information is up to date by letting us know if any of the details are wrong or have changed.



## How Does CDS Keep Your Personal Information Secure?



CDS does its best to make sure your personal information is safe.



Information that is sent through the internet is never 100% safe.

CDS is not responsible for any privacy issues that happen when information is sent through the internet.



CDS is not responsible for any privacy issues that happen on websites that are linked on the CDS website.

## How Can You Access And Correct Your Personal Information Collected By CDS?



You have the right to access your personal information held by CDS.



If you want to see your personal information, please write to CDS and ask to access the information.

## Does CDS Use Your Personal Information For Marketing And Business Development Purposes?



CDS may use your information to:

- Decide how we can do things better



- Invite you to things run by CDS



Please let us know if you do not want to receive emails like that from CDS.

## Updates to this Privacy Policy



This Privacy Policy will be updated sometimes.

Updated versions of this policy will be published on our website.



CDS may not let you know if the Privacy Policy has changed so you should check our website every now and then.

## Making a Privacy Complaint



Your privacy is important.

If don't like the way CDS has used your personal information, please:



- Think about what you want to CDS to do differently



- Ring CDS on 9036 3600



CDS will try and fix the problem as quickly as possible.

If you do not think that CDS has fixed the problem, you can make a complaint by:



- Filling out a complaints form on the CDS website ([www.cds.org.au/make-a-complaint](http://www.cds.org.au/make-a-complaint))

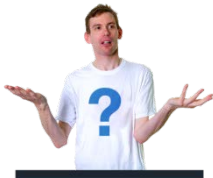


- Contacting CDS (9036 3600 or [cds@cds.org.au](mailto:cds@cds.org.au))



If you think CDS didn't do a good job fixing the problem you can tell the Australian Information Commissioner by ringing 1300 363 992.

## For more information



If you have any questions about this Privacy Policy, please contact CDS (9036 3600 or [cds@cds.org.au](mailto:cds@cds.org.au)).



CDS also uses the University of Sydney Privacy Policy 2013 when deciding what to do with personal information.



It is important to read the University of Sydney Privacy Policy 2013 to fully understand CDS's Privacy Policy.



There is more information about privacy issues in Australia on the Australian Information Commissioner's website (<http://www.privacy.gov.au>).