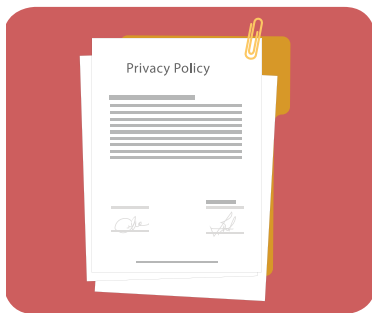




Privacy of Personal Information and Data

Easy English



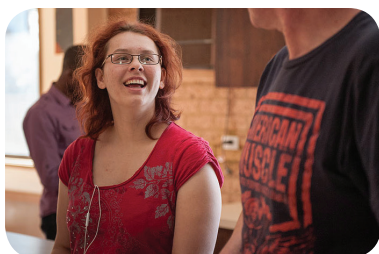
Aspect knows that everyone has a right to privacy.

We follow Australian laws called the Australian Privacy Principles and make sure that any information we collect from you is protected and kept private.

What information we collect



We collect information that lets us do our work. You can decide what personal information you want to give us.



If you choose not to give us some of your personal information, it can have an affect how much we are able to work with you and the support we give you.

How we collect information

We collect personal information from you in many ways. For example:



- information we get from your contact with us in person, by phone, or in writing;



- information others give us about you (when you give permission); and / or



- through delivering services or supports to you.



If you give us information about someone else who uses Aspect services, you must have their permission first.

Why we collect information and how we use it

We use the personal information you give us in different ways to do our work. This depends on what information you give us and what you want from us.

For example, we can use the information to:



- communicate with you;



- deliver services and supports;



- raise money and do promotional activities;



- help run our business;



- do research;

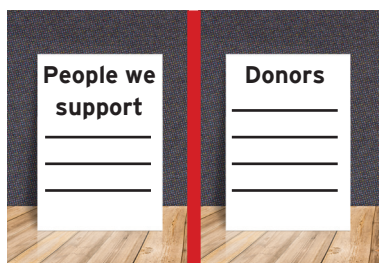


- keep your information up to date; or



- meet government funding and legal rules.

Direct Marketing and Fundraising



We keep information about the people we support separate from the information about the people who donate money to Aspect. If you receive a support or service from us, we will not ask you for a donation to help Aspect unless you tell us that's ok.



If you are on our list of people who give donations to Aspect, we might send you information about our work or what we need to raise money for. You, or another organisation, may give us permission to put you on that list.



If you do not want us to contact you about our work or for fundraising, you can tell us by calling Aspect Fundraising.

How we store and protect your information



We do everything we can to protect all personal information we have. We only keep the information as long as we have to.

We may keep your information in:



- electronic information systems – in computers or the internet;



- paper files in locked cabinets or storage providers;



Your information may be kept in Australia or overseas. Privacy laws in other countries may be different to laws in Australia. We will try to make sure that any overseas companies we give your information to follow Australia's privacy laws.



Money sent to us is safe using our online systems.

When we give out personal information



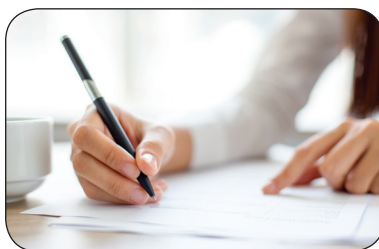
When we first start working with you, we will ask for your permission to give your personal information to specific people or organisations so we can do our work.



We may give your information to other professionals that work with us and need to access your information to do their work.



If we have to change how we use your information, we will tell you and ask you to give us permission to do that.



You can change your mind at any time by writing to us.

There are some laws that say we have to share your information with government, for example:



- if a person has a disease that can make other people sick;



- providing information about someone being unsafe to others or breaking the law; or



- a court or other agency has legally asked for specific information from us.

Giving out supporter information from Aspect Fundraising



We sometimes give information about who gives us gifts or donations to other companies who do work for us. This may include for research, promotions or sending out letters.



If we need to give out your information to another company that you were not already told about, we will tell you why and ask for your permission.

Keeping information safe



We are always checking our security systems for information to make sure we keep your personal information safe.



If we find an issue, we follow the government's rules about what to do.



We will tell you if there is something that stopped your information being safe and what we are going to do about it.

Looking at your information and asking questions or making complaints.



We try to always make sure the information we have about you is right. You can ask to look at your information and tell us if it is wrong.

You can ask questions or tell us if you are not happy about



what we are doing with your information at any time by talking to a manager, or you can also talk to us at:

- Aspect Customer Service:



1800 277 328 /

Email: customerservice@autismspectrum.org.au

- Aspect Fundraising:



1800 288 476 / Email fundraising@autismspectrum.org.au for fundraising information.



If we can't give you or change your information because of any laws, we will tell you.

This document was adapted from the Aspect Privacy of Personal Information and Data Policy that can be found on the Aspect website at www.autismspectrum.org.au.

This document was developed in consultation with a variety of individuals throughout Aspect.

Should you need support to understand Aspect's written information in a language other than English, please call TIS on 131 450 to request an interpreter in your preferred language, and ask for Autism Spectrum Australia (1800 277 328).