

Easy Read Privacy Collection Notice

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This is a general guide to help you understand how we look after your personal information if you are a client of The Benevolent Society.



Your personal information is important.

It is your right to know what we do with your personal information. In general, personal information is any information that can identify you.



Who are you giving your personal information to?

We are The Benevolent Society. When you give your personal information to us, you are giving your personal information to The Benevolent Society.

The Benevolent Society is a charity that helps people with a disability, children, families, carers, and older people.

The Benevolent Society's Australian Business Number (ABN) is 95 084 695 045.



Where do we get your personal information from?

Where we can, we will ask you for your personal information.

We might ask the person who is responsible for looking after you. We might ask your guardian or carer, or someone you've told us to contact.

Other people and organisations may have the right to give us your personal information. When we receive your information this way, we will try to let you know.



Why do we need your personal information?

We need your personal information so that we can support you and provide services to you.

Sometimes we use your information to tell you more about our services. We might send you a newsletter. You can tell us if you don't want a newsletter.



What happens if we don't get your personal information?

If we don't get some of your personal information, we may not be able to provide services to you.

We will tell you what information we need to provide services to you.

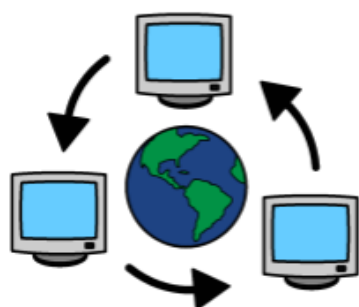


Who do we share your personal information with?

We will share your personal information if you say it's OK.

We share your personal information with people and organisations who help us support you. You can talk to us about who we share your personal information with.

Sometimes we need to share your personal information to keep people safe. We must always follow the law when we share your information.



Do we share your information overseas?

We don't share your personal information overseas unless it's part of a specific service or you say it's OK.

Sometimes we use social media like Facebook or LinkedIn. It's up to you to decide whether you want to interact with us on social media.



Information about your personal information

You have the right to ask us to access your personal information.

You have the right to ask us to correct your personal information.

You have the right to make a complaint.

To make a complaint, contact our Privacy Officer:



PO Box 257
Broadway NSW 2007



02 8262 3400



privacy@benevolent.org.au

If you are still not happy with us, we can tell you who else you can speak to.

If you want to know more about our Privacy Policy, ask our Privacy Officer or go to our website www.benevolent.org.au.