

How to Use this Information Sheet



When you see the word “**we**” it means WWILD Sexual Violence Prevention Association Inc.



You can get help to read this information.

You can ask a worker or someone you trust.

Not bold

We have written some words in **bold blue** writing.

Bold blue

We will explain what these words mean.

Confidentiality and Privacy



You have a **right to confidentiality** when you get help from us.



A **right** is a rule that makes sure you get what is fair.



Confidentiality means things you talk about with us are **not** shared with anyone outside this service.

What is personal information?

Personal information is –



- Your name



- Your address



- Your phone number



- Your birthday



- Things you tell your worker about
your life

We make sure your **personal information** is kept **private**.

Private means –



- **you** decide what **personal information** you share with others



- **you** decide who you share **personal information** with



There are laws in Australia that mean we must keep your personal information **private**.

Where do we keep your personal information?

We will keep your **personal information** safe –



- on a computer



- in a filing cabinet

When will we share your personal information?

There are 3 reasons we might share your **personal information** –



1. When you say it's okay to

We will share your **personal information** with other workers or support people if you say it's okay.



2. When we are worried that you or someone else will be hurt

We may need to tell someone else if we are worried –



- you might hurt yourself



- you might hurt someone else



- someone else might hurt you



- someone is hurting a child



If this happens, we will try to speak to you first.

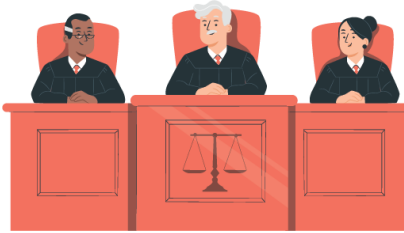
We will make a plan together about what should happen next.



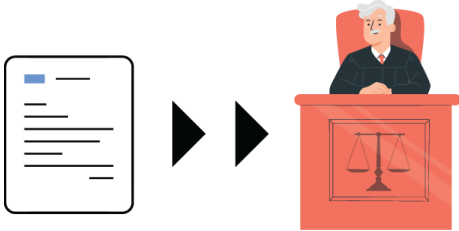
We may need to call the ambulance or police.

Sometimes we might need to talk to them before we speak with you.

3. When the courts tell us we have to



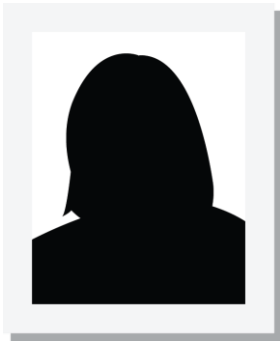
If your case goes to court, the court might ask us to share your **personal information**.



We might have to share the information with the court.

We will let you know if this happens and make a plan with you.

When will we share your de-identified information?



De-identified information means people reading this information will not know it is about you.



We share **de-identified information** with the government and other people –

- When we train workers
- To show the Government we are running a good service



We care about your privacy and confidentiality.