

## ***Keeping Your Information Private***

### **Plain English Privacy and Confidentiality Policy**

Independent Advocacy SA Inc. cares about the privacy of the people we advocate for. We show this by keeping personal records and information safe and private.

We only collect information that helps us to do good advocacy for the person. The person can ask to see the information in their personal file.

We try to make sure the person understands about advocacy and the information being kept. If the person is able to understand we will ask them to sign a consent form.

We keep information safe and private by;

- following rules and the law about safety and privacy
- locking information in filing cabinets or on computers with passwords
- only using information in ways that are best for the person
- getting permission to use identifying information in newsletters and reports

When Independent Advocacy SA Inc. stops advocating for someone we keep their information for seven years in case it is needed again. If the person is under 18 we will keep it until they are 21. A person can ask for a copy of their file when we stop advocating for them. After the proper time Independent Advocacy will destroy the information in a safe and private way.

Signed..........  
Chairperson

Reviewed 19/7/2011

To be reviewed 19/7/2014

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Other Helpful Plain English Documents:

- *How We Help* – Plain English Social Advocacy Policy
- *Who We Help* – Plain English Entry Referral and Exit Policy