

## Autism SA's Easy Read Privacy Policy



This is Easy Read information about Autism SA's Privacy Policy.

You can click [here](#) to see the full policy. You can tell us if you need someone to help you read the information. You might have someone at home who can help you read the information.

### Your privacy

This page is about your privacy. Privacy means

- things we know about you
- what we do with what we know.

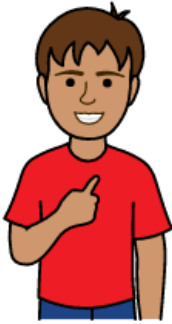


This page will tell you

- what we know about you
- why we know things about you
- how we will use what we know
- how you can change what we know
- how to make a complaint.



There are laws to protect your personal information.



Personal information could be about

- your name
- where you live
- your date of birth
- your health or disability information.

We will keep your information private.

Private means we will not tell people about it unless we have to.



### **What we keep**

We keep personal information about different people. For example

- our staff
- our clients
- our volunteers
- people involved with Autism SA, such as sponsors



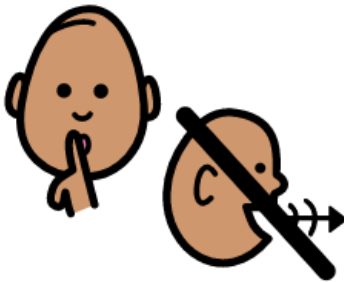
The personal information we keep is

- your name and age
- your phone number, where you live and your email address
- who we should contact if you need help





- information from your activity on our websites from cookies. Cookies are an online tool that helps remember information online so if you go to the page again, it may be personalised to you
- personal information about you to help you in your job, or when you are working with us. We will make sure you are aware of personal information you are giving us, such as your health information, such as your physical and mental health, or if you have a disability



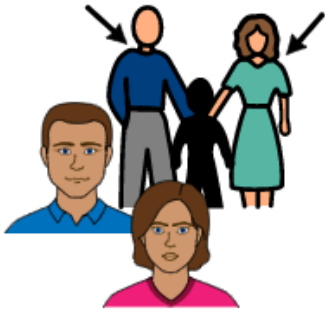
We will not tell anyone about your personal information.

### **How we get personal information**

We get personal information from



- you
- someone who helps you



For example,

- your parent
- your carer

We might need to collect information about you from another person if you are:

- Under the age of 18
- Find it challenging to give us information or understand information



You can give consent for other people to give us your information.

Consent means you say yes. You can say yes by signing a form, giving us information on our website or giving us information in other ways, like signing up to a fundraiser.

You do not have to give us all your personal information.

If you do not consent we might not give you

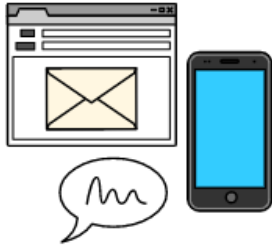
- information about services you want

or

- supports you need

or





- our website might not look how you want

We might ask you for your information

- by phone
- by email
- in person.

### **Information on our website and social media**



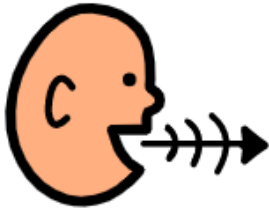
We only use your information on our website and social media if you give us consent.

When you use our website, it might collect information about you so it can help us improve what you see. We use cookies to do this. You can turn cookies off on your computer if you don't want them to track what you do online.

### **How we use personal information**

We use personal information to help us

- give you services
- support you
- work with you
- contact you.



We might need to tell other people about you because they

- help you as well
- give you supports you need
- need the information for an audit

### **How we keep personal information safe**

We keep paper records safe in our offices.



Our offices have secure access. Secure access means you need a special pass to get in the building.

We keep information on our computers safe.

We only tell people your information if the law says they can know.

### **About our website and social media**

We might find out your personal information from

- our website
- our social media.

For example, Facebook.



We get information about how people use our website. For example,

- what website pages people look at
- what documents people look at online
- what people search for online.



We do not know the personal information of people who use our website.

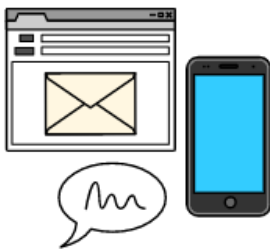
We will not email you unless you tell us to.

You can contact us if you would like to know what personal information we have about you.

You can tell us if the personal information we have about you is wrong.

### **Contact us**

You can contact us if you have any questions about our privacy policy, need help or are worried or unhappy about how your information is kept or how it is being used.



Call 8379 6976

Email [privacy@autismsa.org.au](mailto:privacy@autismsa.org.au)

Write to us:



Privacy Officer

Autism SA

PO Box 556

Melrose Park DC SA 5039