

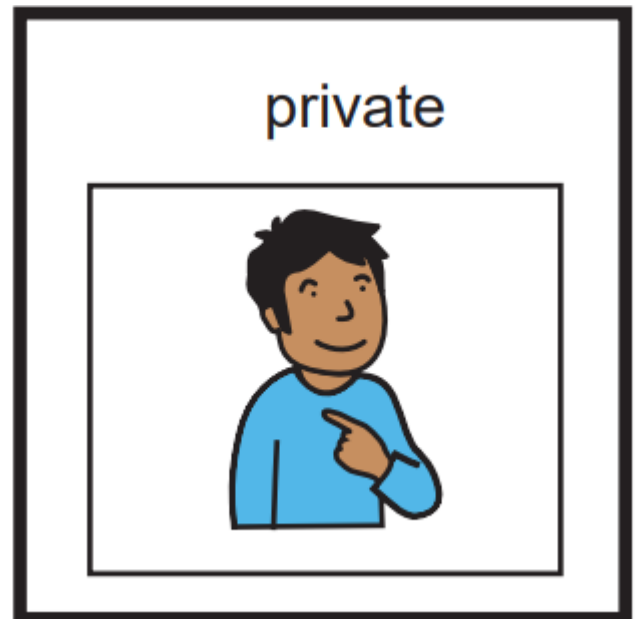
# Sexual Health and Family Planning ACT

## Privacy Statement



Easy English July 2015

## Sexual Health and Family Planning ACT Privacy Statement



### About this factsheet

In this factsheet we might use hard words.

The first time we use a hard word it is in **blue**.

We write what the hard word means.



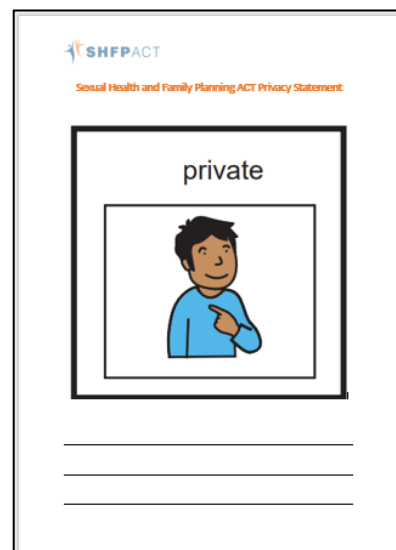
## Privacy Policy

There are rules about what Sexual Health and Family Planning ACT

- Does with your **personal information**
- Does **not** with your personal information



Some people call these rules a **privacy policy**.

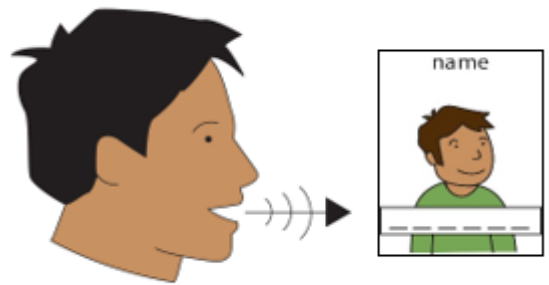


## Personal Information

You might tell Sexual Health and Family Planning ACT personal information.

Examples of personal are

- Name
- Address
- Date of birth



We also like to keep information . For example, your

- Medical history
- Medication
- Education history



You can ask Sexual Health and Family Planning ACT what information we keep

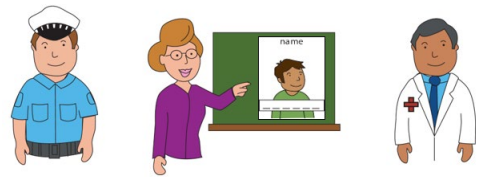
## Sexual Health and Family Planning ACT and your personal information

Sexual Health and Family Planning collects personal information.



The information is used to

- tell Community Workers I Know and Community Workers I Don't Know about your condition



- record how much money is owed to Medicare and other doctors caring for you



- do medical, education and counselling work for you. You will need to **consent** first.



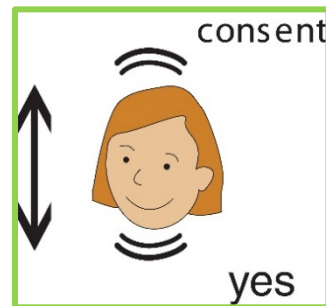
## When will we share your information?

We will only share your information if:

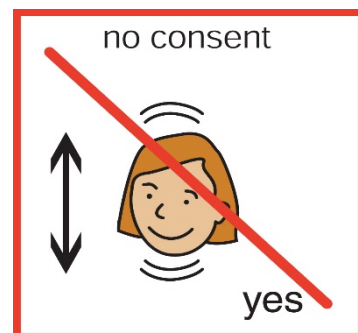
- you give consent to share it, or
- we are very worried about your safety or safety of others that you have told us about, or
- if the law requires us to share it.

### Consent

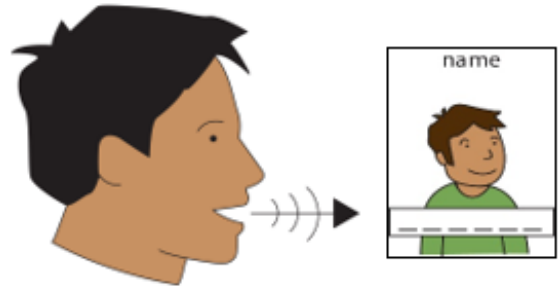
Consent means, I ask, you say Yes. You ask, I say Yes.



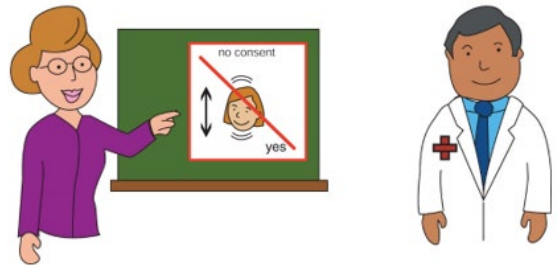
No consent means, I ask, you say No. You ask, I say No.



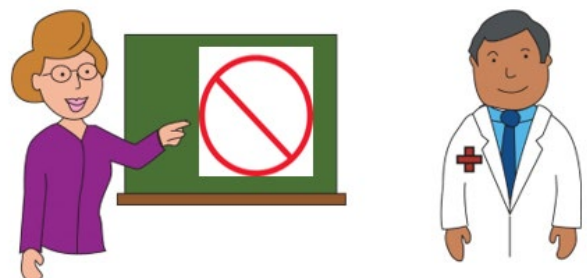
**Do you have to give Sexual Health and Family Planning ACT your personal information?**



No

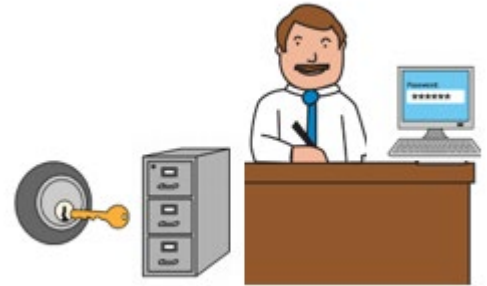


But we may not be able to help you with all of our services.



## We keep your information safe

We keep your personal information in a safe place. For example, we



- put locks on filing cabinets
- have passwords on computers



## How can you see your personal information?

You need to do 4 things.

1. Contact SHFPACT and ask to see your personal information

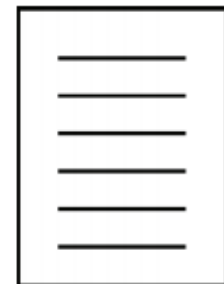
Phone: 02 6247 3077

Email:

[shfpact@shfpact.org.au](mailto:shfpact@shfpact.org.au)



SHFPACT might send you a form to fill in, or some questions to answer.



2. Fill out the form or answer the questions

SHFPACT might ask you to identify yourself

3. Make a photocopy of something that says who you are. For example

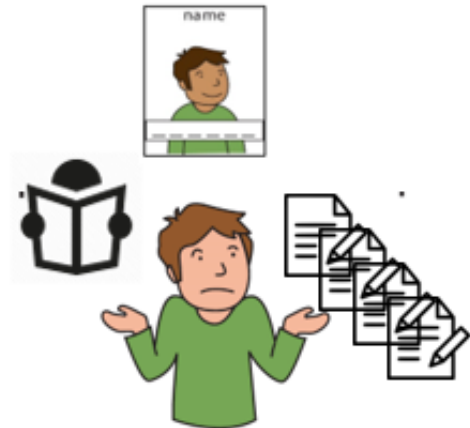
- Drivers licence
- Health Care Card



4. Send or bring the form and photocopy back to SHFPACT.

You can

- Read your personal information
- Write things down
- Ask us to photocopy things



You may have to pay a fee. We will tell you.



If you need to visit SHFPACT to see your information, we will tell you

- Where to go
- When to go



Or we will send you the information you have asked for

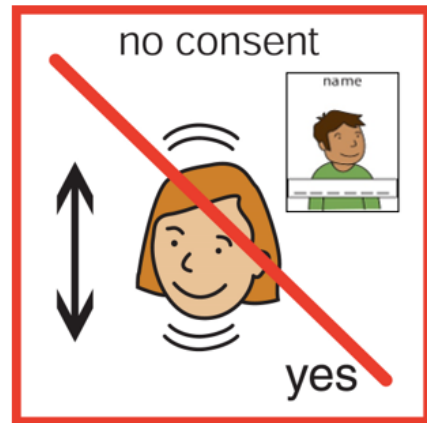


## Important



Sometimes we may say you can **not** see

- Your personal information
- Your child's personal information

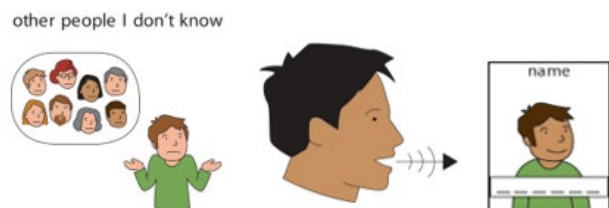


For example when,

- The law says we must say no

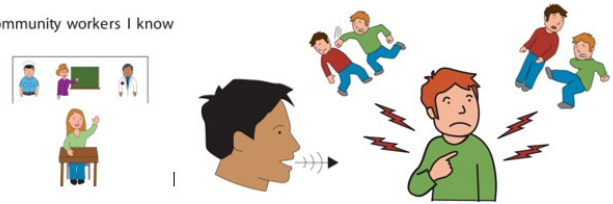


- Someone else asks for your information



- A Other Person tells us you might hurt someone or yourself

community workers I know



If we say No, we will tell you why



If you are not happy about what SHFPACT did with your personal information, you can contact the

Federal Privacy Commissioner

Email: [privacy@privacy.gov.au](mailto:privacy@privacy.gov.au)

Phone 1300 582 113

Write to

Office of the Australian Information  
Commissioner  
GPO Box 5218  
Sydney NSW 2001

