



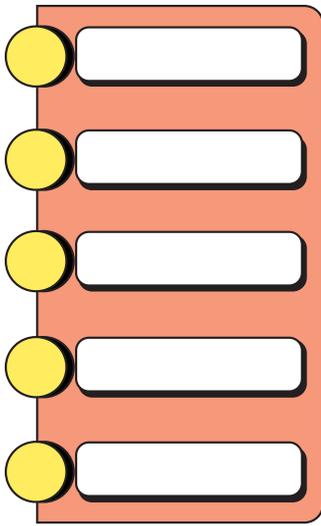
COMMUNITY

LIVING ASSOCIATION

Our Privacy Policy

Easy Read version V01 Feb 2026





This Easy Read Policy is a summary of the Standard Policy and includes all the important information.



Privacy means keeping your personal information safe



Policy means how something must be done



1. Privacy

We collect your information so that we can provide you with support. You can ask us what information we keep about you, and to see the information.



2. Confidentiality

We will only share your information if you say it is OK to share. BUT sometimes the law says that we need to share information, if we are worried about you or someone else.



3. What Information ?

All the Information we store about you is kept in Australia.

We store your address and phone number, and information about the work we do together. This might include information about your health, your school, your family or your legal or money matters.

You can ask to see the information that we store. If you disagree with the information we have for you, we will change it or add a note to say that you disagree with the information.



4. Where we store your information

We store your information in different places.

Some information is on paper. This is in a locked filing cabinet. Some of your information is kept online.



5. When we store your info online

Some of your information is stored online. Sometimes this is called on the cloud.

This is on BREVITY, CTARS, Planability and Sharepoint.

This information is protected by passwords so that only the workers that need access can see your information.



6. What we do if there is a data breach?

A data breach is when someone gets access to your private information without your permission.

If there is a data breach, we will tell you:

- What happened?
- What information was taken (e.g., name, address, or bank details).
- What steps we are taking to fix it.
- What you should do next (e.g., call a specific, trusted number)."

7. Complaints

You can speak up or make a complaint if they think their privacy was not protected or treated with respect.

You will not be in trouble for making a complaint.

Contact:

[CLA Worker, Team Leader, or CEO](#)

Community Living Association Inc

email:

reception@communityliving.org.au

Phone: 07 3266 5633



Building Inclusive Communities Where All People Are Valued