Privacy Collection Statement

Southern Disability Advocacy has to collect information about you, so that we can advocate for you. The information we need will be related to your life, the services you receive and things that are related to your advocacy issue that we are working on for you.

You don't have to tell us about anything you don't want to

You don't have to provide any information that you don't want but if you don't tell us about something it might mean we can't do our work for you. That is ok: we will discuss this with you and we will respect your decision to not tell us information.

How we keep information about you

We store information about you on our computer and in a file in the office. The file is kept safe, in a locked filing cabinet that only staff can access. Your information on the computer is protected by a password.

We use a type of computer storage that means information is stored on someone else's computer. Even though it is stored on someone else's computer, and this computer might even be overseas, only staff from Southern Disability Advocacy can access. This is called "cloud computing" and lots of organisations use it. For all files stored in this way, we use extra security, called encryption, to lock your information up, even though it is on someone else's computer. If you don't want us to store your information in this way, please tell us and we will ensure your information is only stored on our computer. This might mean some restrictions on how we work with you, for example we can only access your information when we are in the office.

We need your permission to talk to other people in your life

We ask you to sign our Exchange of Information form, so we can show people that you have given us permission to talk to them about you. You can cancel this permission at any time: you just have to tell us. That is ok. We will discuss this with you and always respect your decision.