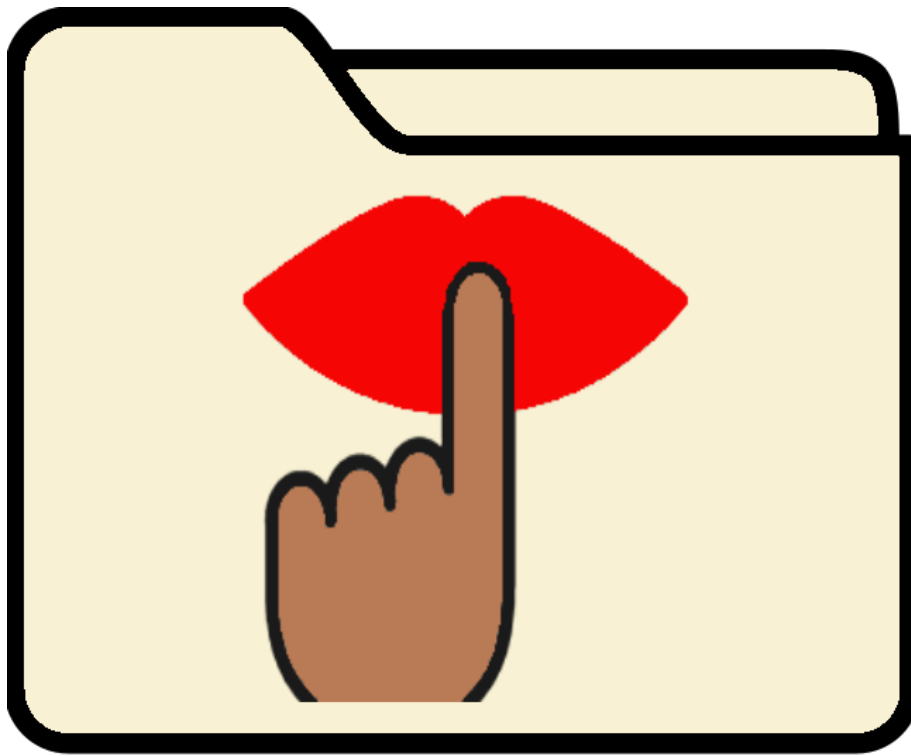


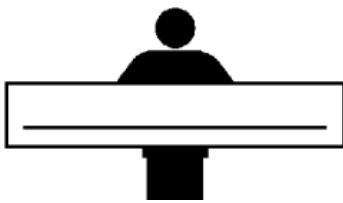
**LIFE
WITHOUT
BARRIERS**



We keep your papers safe

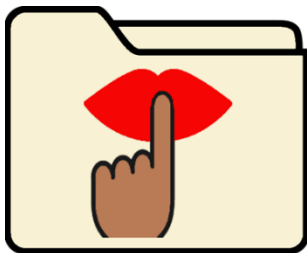
LIFE WITHOUT BARRIERS

We are Life Without Barriers.



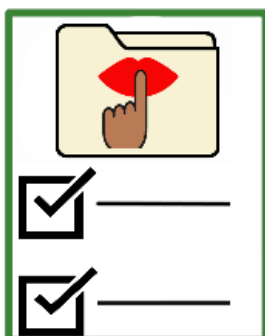
You tell us things. Like

- your name
- where you live.



We write this down.

We must keep your papers safe.



These are the rules to help us.



Things we know about you



Life Without Barriers works with you.

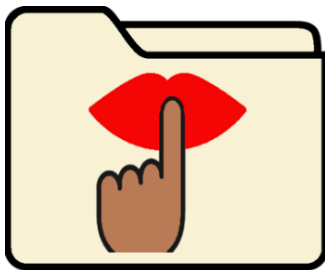


You tell us things like

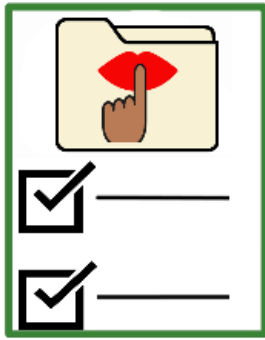
- what pills you take
- other people in your life
- how we need to help you.



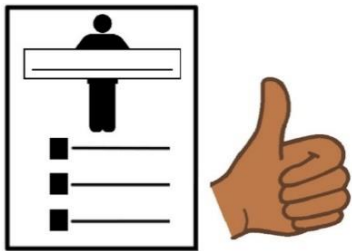
We write it down.



We must keep it all safe.



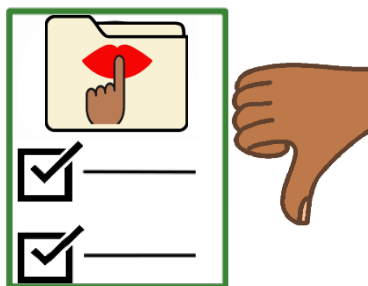
Rules about your papers



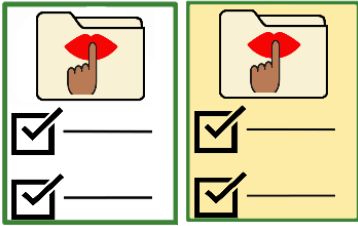
We check the things are right.



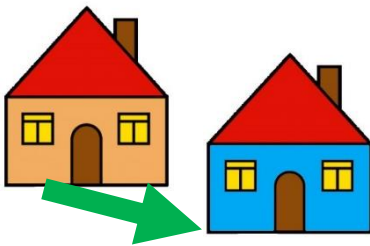
You can read your papers.



You can tell us what is wrong.

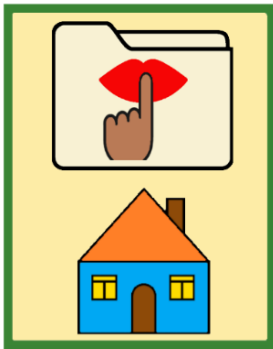


We must fix it.



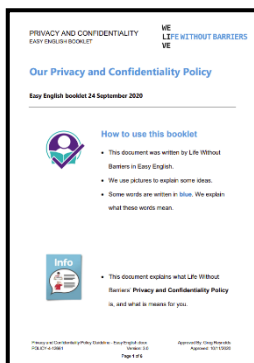
You tell us when things change.

Like you move to a new home.



You tell us where you live now.

We write this in your papers.



Read

Our privacy and confidentiality policy.

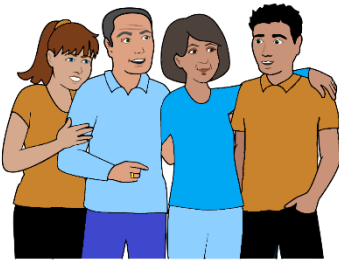


Who can read your papers?



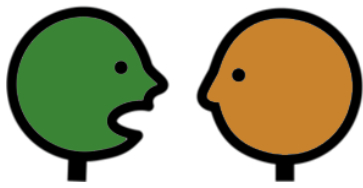
Staff who work with you can read your papers.

No other people can read them.



Some times other people want to know about you. It may be

- your family
- staff from a place you go
- a person who helps with your NDIS plan.

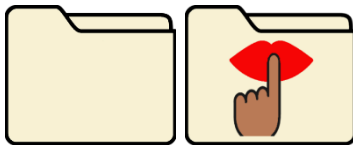


We check with you.



You can say **yes.**

But



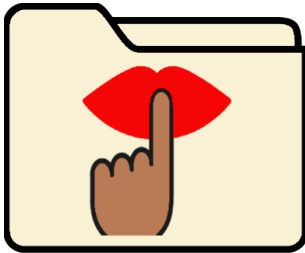
You choose what we can share.





You can say **no**.

That is OK.

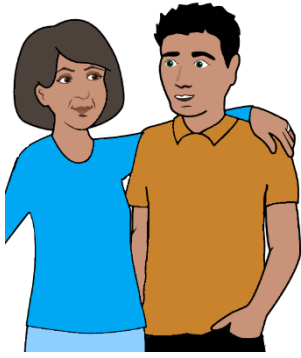


We do **not** show other people your papers.



You can change your mind.

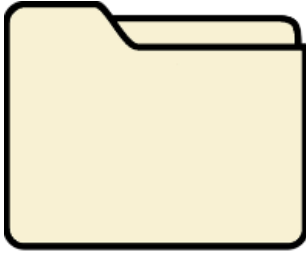
That is OK.



We may need to ask a person who helps you.

Like

- your mum
- your sister
- staff from a different place you go.



Some times we must show your papers.



It may be to keep you safe.

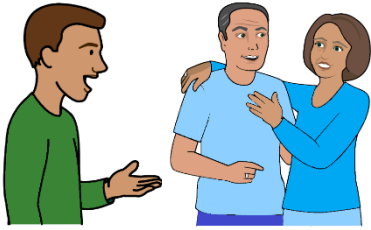
Or

It may be to keep a different person safe.



Some times a person does a bad thing. Like

- they hit you
- they take your money.



We may tell

- your family
- the police.



You do a very bad thing.

Like touch a person on their private parts.

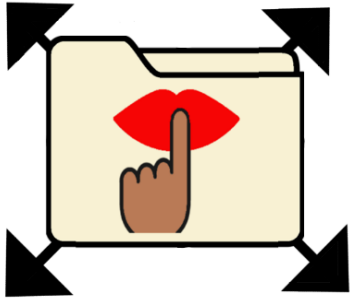
They do not want you to do that.



We may tell the police.



We need to tell them things from your papers.



Where we keep your papers



We keep your papers in a safe place.

It is on our computers.

Only our staff can see them.

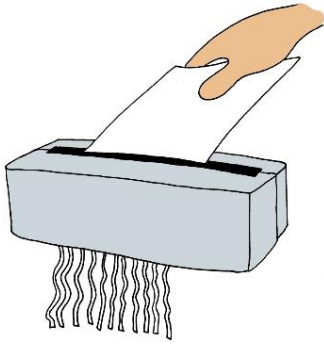


We have rules about

- who can go on our computers
- how staff use our computers
- what they can see.



We have staff check our computers are safe.



We do not need your papers

**LIFE
WITHOUT
BARRIERS**

You go to a new place. Like for work.

You do **not** get help from us.

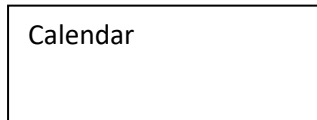
Calendar

We must keep your papers for **XX** years.

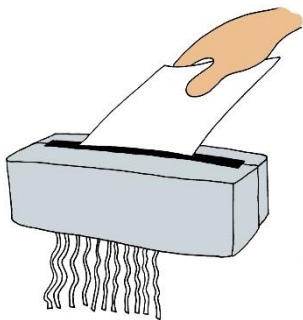
Information from LWB Records Officer.



We lock them away. **No** staff can read them.



In **XX** years. **Information from LWB Records Officer.**

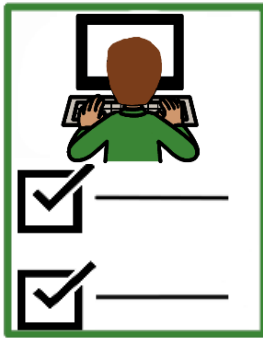


We throw away your papers.

We must put the papers through a machine.

It cuts the paper into little pieces.

We must take things off the computer.



We check we follow the rules



We have staff to keep your papers safe.



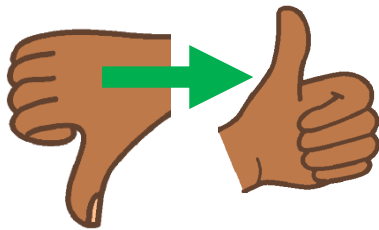
They may see a problem.

It may be a wrong person reads your papers. Like

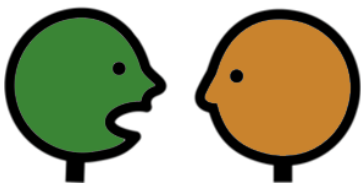
- staff you do **not** work with
- a person who does **not** work with us.



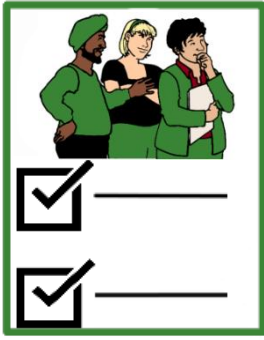
We call this person a Privacy Officer.



We must fix the problem.



We must tell you.



More checks



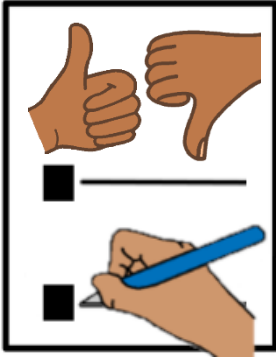
We have a group to do more checks.



They check all staff follow the rules.

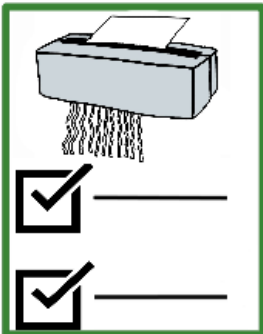


The group checks your papers are safe.

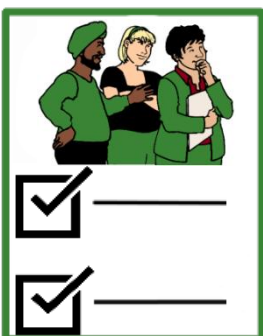


The group checks we have papers about

- when it is OK to share
- when it is **not** OK to share.

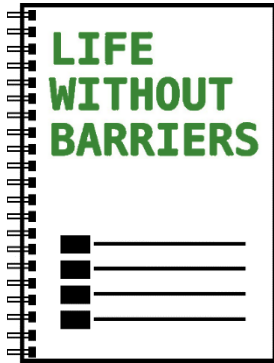


They check we throw away papers the right way.

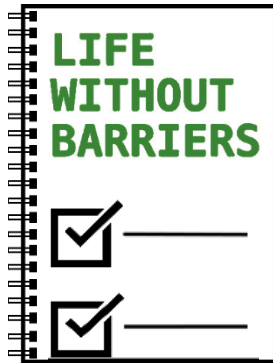


We call this group the

Information Governance Committee.

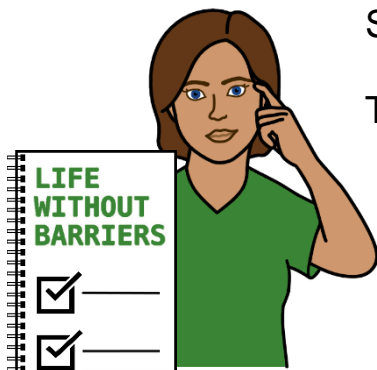


Papers about how we work



We have rules about

- how we do our work
- how we work with the NDIS.



Staff read the rules.

They learn to keep your papers safe.



Things we know about staff

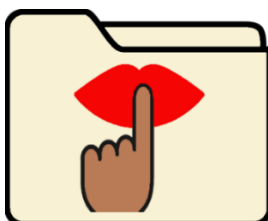


We know things about our staff.



We need to know things to

- pay them
- check their skills
- keep them safe at work.



We keep their papers safe.

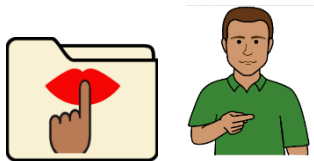
The rules are the same for their papers.

Images

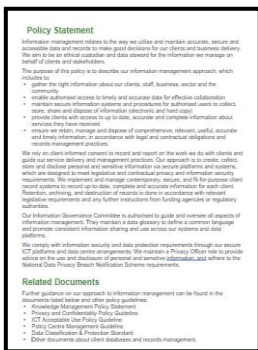
We can use the images from



- Change People
- Picto-Selector
- Spectronics



- The Noun Project
- Tobii Dynavox.



This fact sheet is based on the

Life Without Barriers Information Management

Policy Statement. 16 September 2022.



**Access
Easy English**

Access Easy English wrote the Easy English.

May 2023.