

# How we keep your information safe

**Victorian Disability Worker Commission**



**Easy English**

## Hard words



This book has some hard words.

The first time we write a hard word

- the word is in **blue**
  
- we write what the hard word means.

## You can get help with this book



You can get someone to help you

- read this book
  
- know what this book is about
  
- find more information.

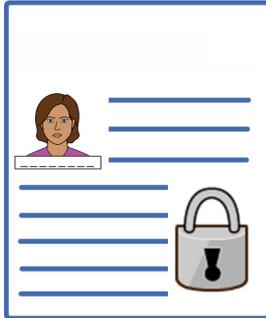


We will write contact information at the end of this book.

## About this book



This book is from the Victorian Disability Worker Commission.



This book is about our **privacy policy**.

Our privacy policy says what we do to keep your information safe.



Your information could be

- your name



- your phone number



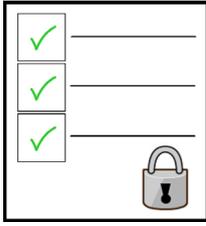
- about your education



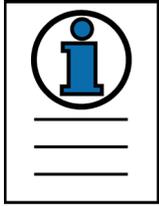
- about your health



- where you work.



There are rules we **must** follow to keep your information safe.



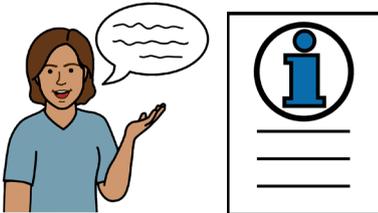
We only share your information if the rules say we can.

## When will we ask for your information?



We will tell you

- when we need to know information about you



- why we need your information.



You can say **no**.



If you do **not** tell us your information we might find it hard to help you.



## How do we use your information?

We use your information to help us do our job.



Our job is to make sure that

- people with disability are safe with their workers
- disability workers know how to support people with disability
- disability workers do a good job.



We also help if you have a **complaint** about a disability worker.

A complaint is when

- you are **not** happy with a disability worker

**and**

- you tell us the reason why.





We also write reports about the work we do.

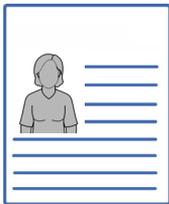


The reports might be about

- how many people we have helped



- how many disability workers there are in Victoria.



The reports do **not** say who you are.



We will keep your information safe.

## Can you change your information?



You can

- check your information



- change your information.



## More information

For more information contact the Victorian Disability Worker Commission.



Call 1800 497 132



Website [www.vdwc.vic.gov.au](http://www.vdwc.vic.gov.au)



Email [info@vdwc.vic.gov.au](mailto:info@vdwc.vic.gov.au)



## If you need help to speak or listen

Use the National Relay Service.



Website [communications.gov.au/accesshub/nrs](http://communications.gov.au/accesshub/nrs)



Call 1800 555 660

Give the relay officer the phone number you want to call.

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