

Privacy and Collection of Information Policy – Easy Read



To give you support, the Gig Buddies project needs to keep information about you.

For example, who you are, where you live and what type of support you need.

This is your personal information



This personal information may be written down and kept in a folder, in a cloud based network, or on a computer.



A law called the Privacy and Personal Information Protection Act NSW 1998 says that the Gig Buddies project must keep this information private and secure.

	<p>Only people that need to know your information, so they can give you the support you need, can see it (for example, your support worker).</p> <p>Sometimes the Gig Buddies project may need to share your personal information with other people involved in your support (e.g. your support provider, or in an emergency with your doctor or the hospital).</p>
	<p>This will only happen if you say this is ok using the Permissions section in the application form, or if we need to keep you safe.</p>
	<p>The Gig Buddies project will only use information about you to make sure you get the right support and to help find you a gig buddy.</p> <p>You can decide not to let staff share certain information at any time.</p>
	<p>You can stop your involvement with the Gig Buddies project and ask to have your personal information removed from the database at anytime.</p>

Photo and Video Privacy Policy – Easy Read



The Gig Buddies team may like to use video and/or photos of you at our social events or with your gig buddy.

Photos help promote the Gig buddies project to other people.



Videos and photos may be used to help people know about the work of the Gig Buddies project.



Digital (online) photos or videos:
The Gig Buddies team may put video or photos of you with your buddy or at a Gig Buddies event on the internet, which means anyone will be able to see it.



Printed photos:
The Gig Buddies team may want to use a photo of you to use it in leaflets and other publicity.

*We will *always* ask permission before a photo is used on a brochure or in a news story in a magazine or newspaper.



We will never put your name or details with a photo or video of you, unless you agree to a specific request eg. we write a story about you and your gig buddy.

In a case where you agree to share your name, we will never use your full name or share any more details about you.