



Easy Read Guide

Guide to Confidentiality



Confidentiality means that people who work for P2P will keep information about you private.

When we work with you, P2P will need information about you and they will write this down on paper or on a computer.

Information is all the things P2P knows about you.

Your name will not be used if information needs to be shared with other people.

This guide has words that you may not know or understand.

We will try to explain them in a way to help you to understand.

Confidentiality of Information



P2P will make sure:

- The information they write about you is private and will not be read or used by anyone else
 - Your information is current and correct
 - They ask for your permission before information about you is shared. This might change if P2P is asked to do so by law
 - You are respected and treated as an individual
 - You are asked before photographs of you are taken and shared
 - All records and files are securely stored and saved on the computer to stop them from becoming lost
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When P2P has to share your information:



- P2P believes all people, children and adults, should be able to live safely and without being hurt in any way
 - Sometimes people are hurt and P2P knows something about this
 - The law says that P2P has to tell the Police or the Government if they think you are being hurt
 - If P2P thinks you may be hurting someone else they have to tell the Police or Government
 - They do not have to tell you that they have talked about you
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Contact Information



If you want to ask a question about this guide you can contact:

The Chief Executive Officer (CEO) by sending an email to manager@p2pqld.org.au
