



ARALUEN

Imagining and achieving better lives

ARALUEN

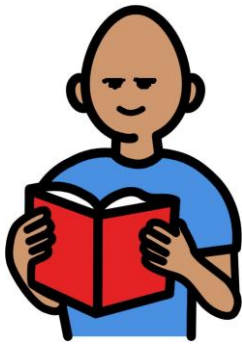
Privacy and Consent Policy

Person responsible: Quality Team

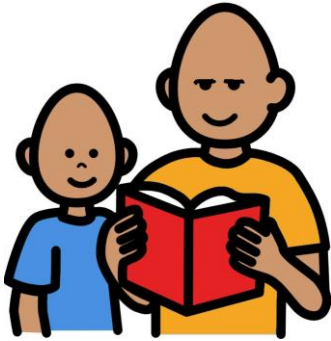
Effective date: Apr 2026

Review date: Apr 2028`

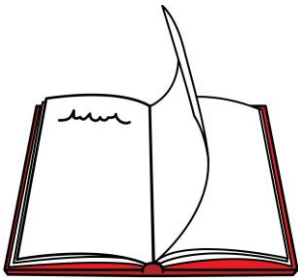
Version: 2



We have made this book easy to read



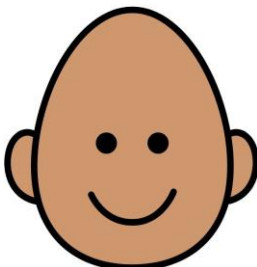
If you need help with this book, ask a friend, family or carer to help



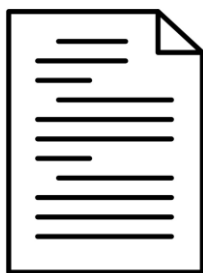
This book will tell you about:



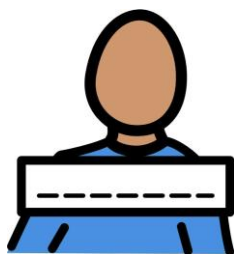
Your privacy at Araluen



Your consent at Araluen



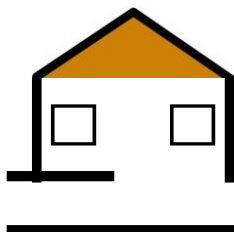
Araluen will ask for your permission to keep your information:



Your name



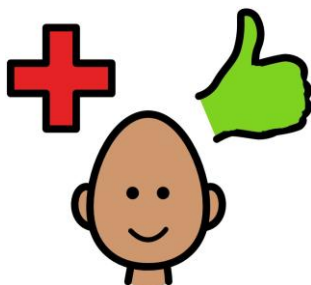
Your date of birth



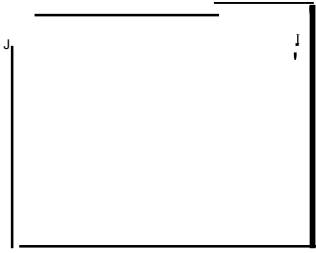
Your address



What you like and don't like



Your support needs

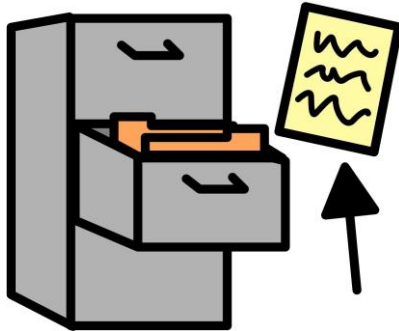


We keep your information in a file



On the computer

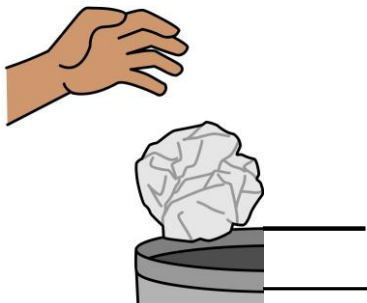
and



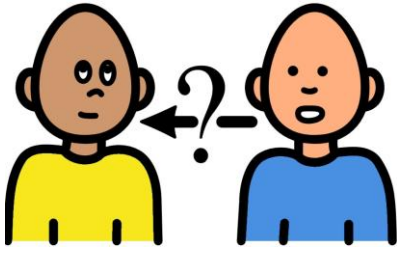
In a locked draw



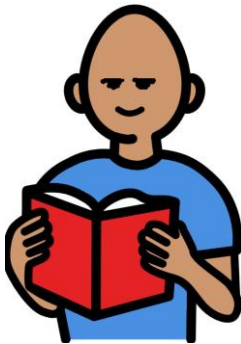
Only staff who need to see it can read it



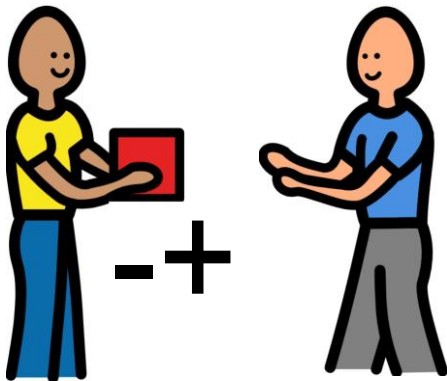
If you leave Araluen, we will get rid of it



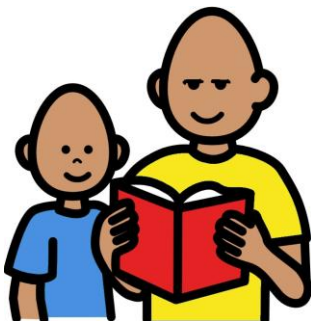
Ask us if you want to:



See your information



Have a copy of your information



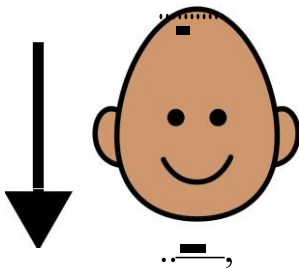
Have us explain your information



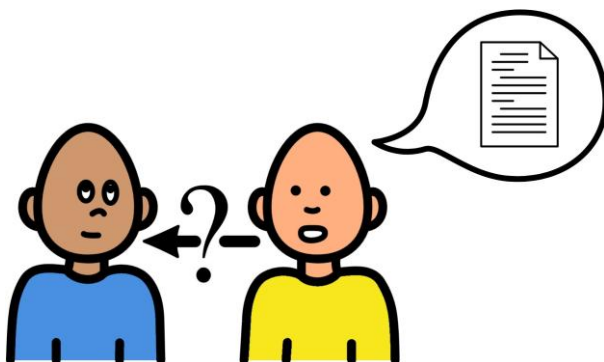
We keep your information private



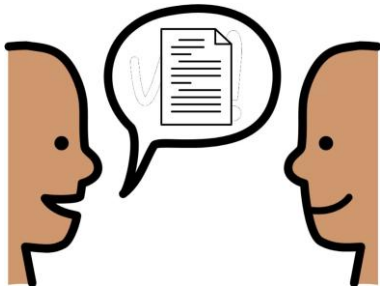
We do not share it with anyone



Unless you say it is okay



We will ask you before we share your information



Sometimes we have to share your information

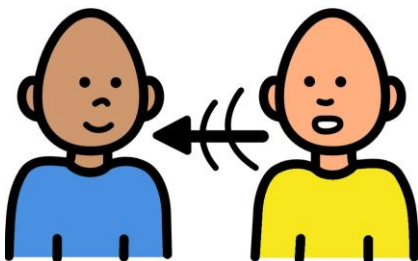


If you or someone else is in danger

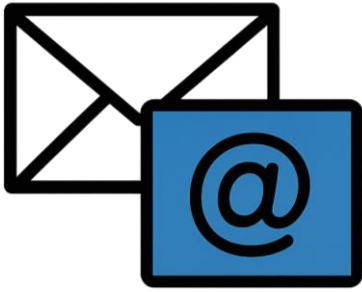
or



If a court judge asks for the information



We will tell you if this happens



Araluen may send information by email, SMS, phone, or mail. You can unsubscribe at any time.



If a privacy incident happens, we will submit an incident report.

This policy will be reviewed every year. The Quality Team will collaborate with participants, families, and staff to review and where necessary update this policy.