



COLAC OTWAY DISABILITY ACCOMMODATION Inc.

PRIVACY

This brochure is in **Easy English**. This information is based on the CODA Privacy policy.

Privacy

CODA Inc stores information about you securely.



CODA Inc only gives your information to staff that need it.



Who we give your information to.

If we need to give your information to someone we will **ask your permission.**

If you are unable to give permission we will ask your guardian.

Sometimes the law says we have to give information to Government Departments. They also have to keep your information private.

If you need even more information you can contact the **Office of the Australian Information Commissioner** which helps protect your privacy.



You can call the enquiry line on 1300 363 992 and ask them to help you with your problem.

Complaints?

If you are unhappy with the way we have used or stored your information please contact the CODA Inc office. Ask to speak to the Privacy Officer.

It's OK to complain!



Contact Us



You can call the office 5231 1573



You can visit the office at 6/58 Hesse Street Colac.