Privacy Statement

**How we take care of your information**

# Easy English

This is the Easy English version.

This factsheet has some hard words. The first time we write a hard word we will write what the hard word means.

# About this factsheet

This factsheet lets you know:

* Why we collect your information
* We protect your information
* Sharing your information
* Making a complaint

# Why we collect your information

We will talk to you and explain why we need your information.

We may need to ask you for information that will helps us to:

* Confirm your Identity
* Find you work and support you whilst working
* Connect you with other people who can help you

Sometimes, we will ask you about your experience with us. We use this information to improve the services that we provide to you and others like you.

**We protect your Information**

We do everything we can to keep your information safe, true and complete.

Our online systems have **secure** login and passwords which keep your information safe.

Secure means it is safe and not in danger

We store your information in Australia, it is never sent overseas.

**Sharing your Information**We only use your information for the reason we collected it. We may need to share your information to other people who will help us get you into work.

We don’t share your information with companies that will try to sell you something.

We ask you to help us keep your information current. Please tell us when things change.

**Want to make a complaint?**If you wish to make a complaint, please contact our Privacy Officer:

Phone: 02 8281 2400.

Email: integrity@coact.org.au