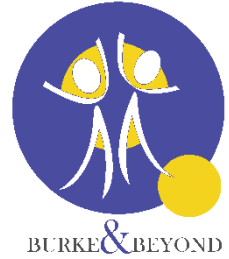


# Our Privacy and Confidentiality Policy



Burke and Beyond will keep your personal information private.

We have a policy we follow to keep your information safe.

You can ask us about this policy



There are laws that tell Burke and Beyond what we have to do.

These laws tell us what will happen if we don't follow them.

These laws say you have a right to privacy and confidentiality.



Privacy means Burke and Beyond will keep your information safe from others.

Confidentiality means that people who know information about you can not share it with others.



We get information about you from

- You
- People who know you well
- People who support you
- Paperwork about you



Why do we get this information

- To know about who you are
- To help support you in the right way
- To help meet your goals



We only share your information if you say it is ok.

- We ask for your consent
- We do this in your personal information form, or the
- Consent to share information Form

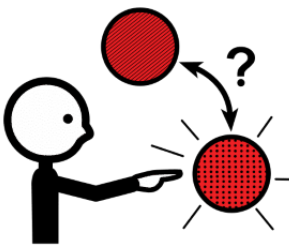


Sometimes we have to share your information.

This is because

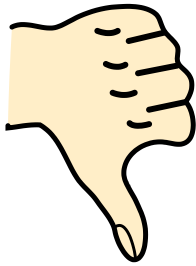
- There is a law that tells us we have to
  - There is an emergency.

This is to keep you and others safe.



You have the right to see your information

You can ask to change the information



What happens if your information is not Private and Confidential.

If your information has been shared and you haven't said it is Ok. This is called a breach



We will investigate

We try to find out



How this made people feel

- What made it happen
- How to stop it



We will tell you

- What we found out
- What changes we will make



If you are not happy with what we are going to do.

You can

- Tell us
- Seek advice



We will

- Tell the Burke and Beyond Board of Management
- Burke and Beyond may need to tell the Privacy

Commissioner.