

# HOW WE MANAGE YOUR INFORMATION

Making your privacy a priority



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## WHAT WE KEEP

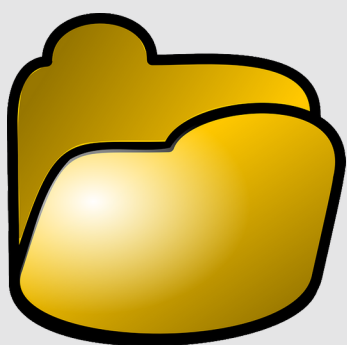
We will ask and keep information that supports what you want to work on. There will be personal information, medical information, what you like to do and what you would like to learn. We will ask for your consent to collect the information



2

## WHERE WE KEEP IT

All your information will be kept safe (either locked in a cabinet or password protected). Only people who have your consent will read the information we keep, unless the law says we can share it.



3

## ACCESSING YOUR INFO

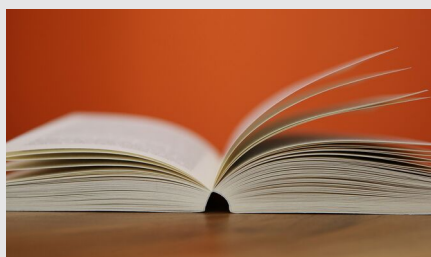
You can access your information at any time. Just ask us and we will help you.



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## CHANGING YOUR INFO

If the information you have provided changes, you can contact us - either when you see your OT or contact us on (02) 4048 1420 / [info@abilityfocusot.com.au](mailto:info@abilityfocusot.com.au) and we will update your records.



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## FOR MORE INFO

If you would like to learn more, you can read our Privacy & Information Management Policy or we can go through it with you.



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