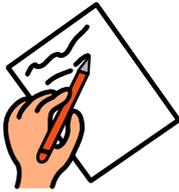


## Centre for Developmental Disability Health

### Privacy Information - Easy English



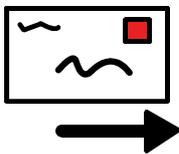
CDDH is a short name for Centre for Developmental Disability Health. CDDH has rules for the way we collect, share and keep information about you. This is called Privacy Information.



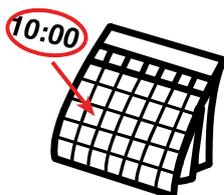
Before you see a doctor at CDDH we need some information about your health. We send a form for you to fill out before your appointment. The form is called a Pre-Appointment Questionnaire or PAQ. You can fill out the form yourself or someone can help you fill out this form.

The Pre Appointment Questionnaire asks for:

- your name and address
- information about your disability and your health
- the names of your other doctors or specialists
- the names of your medications
- information about the ways you communicate, move, care for yourself and any behaviour problems that you may have.



When you have filled out the form, you send the form back to CDDH to keep.



We will ring you to make an appointment to come to see the CDDH doctor.



When you come to CDDH the doctor will ask more questions about you, and write down information about your health.



Your information goes into a paper file and into a computer file.

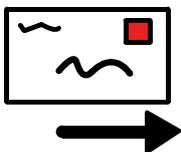


The paper file goes in a locked cupboard. The computer file is also locked so other people cannot see it.

Your information stays with the CDDH so we can see it again if you have another appointment.



After your appointment the doctor writes a report about your health problems and what can help you feel better and stay healthy.



The doctor sends this report to your GP and other health and disability professionals involved in your health care who can help you get better and stay well. The doctor sends you a copy of the report too.



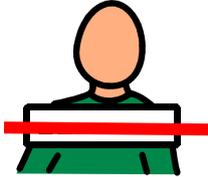
Tell your doctor if you **DO NOT** want information shared with other people involved in your health care.

You can ask to see your information.



Sometimes we use the information about the kinds of health problems people have for other things like teaching or research.

When we use information for teaching or research, we never use people's names or pictures without asking them first.



You can tell us if you DO NOT want us to use your information for any teaching or research.



If you are unhappy about how we use your information – or anything else about your experience at the CDDH – please let us know. You can ring us on 97927888.

You can also complain to the Health Services Commissioner on 1300 582 113.