

About our Access to Information Policy



This is Easy Read information about PWDA's Access to Information Policy.

The Policy is PWDA's rules about how we share information and which information we have to keep private.

You can ask us for a copy of the full policy or click [here](#) to look at it.

Please tell us if you would like some help to read the information.

PWDA shares as much information as possible

We believe people should be able to know as much about PWDA as possible.

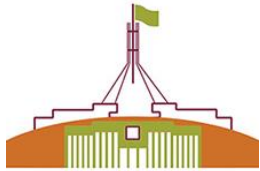
PWDA members and the community have the right to see a lot of information about PWDA.

Sharing information about what we do and how we work is important to us because it:

- helps us to have good relationships with all the people we work with, and



- helps people to feel they can trust us.



How does PWDA know what Information we can share?

We follow the law and the PWDA **Constitution** about what information we must share.

Our Constitution is our own rules about how we have to run PWDA.

These tell us what our Board and our employees should share or must keep private.



What information does PWDA share?

We regularly share information about:

- The work we are doing
- How well we are doing our work
- How we are running PWDA



How does PWDA share this information?

We share information in lots of ways including:

- reports for our members, including the work we do and how much it costs
- reports to the government so they can see how we are spending the money they give us
- reports to the government about how PWDA is following the law
- newsletters about what is happening and the work PWDA is doing.



We put information:

- on our website
- on the media (such as TV, radio and newspapers) and
- on social media such as Facebook and Twitter.



We send some information out on email.

We also speak at events and consultations.





What information can PWDA only share with some people or organisations?

We have to keep some information **confidential**. We can only share it with some people.

This includes:

Minutes of PWDA Board meetings. These are notes that say what Board members talked about at their meetings.



Confidential information from other meetings.

Information that belongs to other people, organisations or government – if we don't have permission to share it.



What information do we need to keep private?

The law that says people have the right to have their **personal information** kept private.

This includes private information PWDA keeps about our **clients** - people who use our services.



It also includes private information we keep about our **employees** – people who work for PWDA.



PWDA follows the law to keep people's information safe.

PWDA also has a **Privacy Policy**. It explains how we use people's personal information and how we keep it safe.



You can ask us for a copy of the full Privacy Policy and the Easy Read information. Or you can click [here](#) to look at it.



Can I see my personal information at PWDA and make sure it is correct?

You can ask for a copy of the information we have about you. We can usually show it to you.

We might not be able to let you see it if it includes other people's personal information. We will let you know this is why you can't see it.



You can ask PWDA to change any information about you that is wrong. If we think it doesn't

need changing, we will add a note to say you don't agree with it.

We won't charge you any money to ask to see your information or to make any changes to it.

How do I ask for information?

You can use the Information Request Form. It is part of the full Access to Information Policy. Please tell us if you need any help to fill in the form.

