



information  
and privacy  
commission  
new south wales



**You tell a place about you.**

**You can ask to read it.**

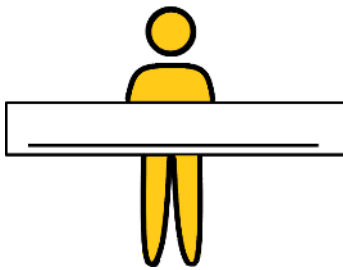


Go to the next page.



You tell a place things about you.

They write it down. They keep it.



They may write

- your name
- where you live.

They may keep photos of you.



They may write

- what help you ask for
- what help you need
- what they do.



It may be a NSW Government place. Like

- the courts
- your council. Like Tweed Council
- a uni. Like Sydney Uni.



It may be a health place. Like a hospital.

You may need to pay. It is a private hospital.

Or



You do **not** pay. It is a public hospital.



You may tell them

- the name of your doctor
- what pills you take.

They write it down.



You have the right to read what they write.



It may be free to read it.

**Or**



You may need to pay to read it.



## How to read what they write



Call the place.

Tell them you want to read your own information.

Ask for the Privacy Contact Officer.

This person helps you get it.



You may need to wait.



You may need to do a form.

Or



They may get a different person to help you.

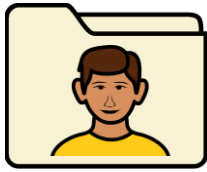
Like you want to see your health notes.

Your doctor may show you.



You think they take too long.

You can call again.

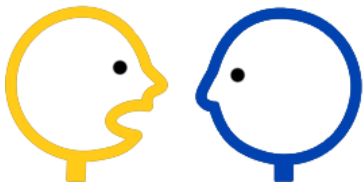


**Your information is wrong**



You read your file. You see some thing wrong.

Like the wrong phone number.



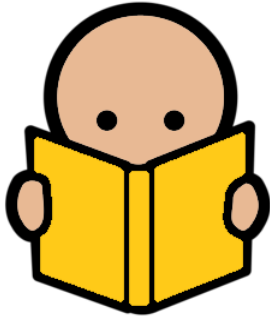
You can tell staff. They tell you how they will fix it.





They may

- change it
- write a note in your file.



**You want to know more**



We are the

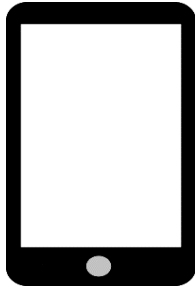
NSW Information and Privacy Commission.

We help keep your information safe.



We can help you

- know your rights
- know what the law means.



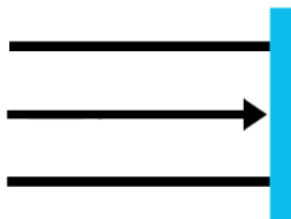
Call 1800 472 679.



Email [ipcinfo@ipc.nsw.gov.au](mailto:ipcinfo@ipc.nsw.gov.au)



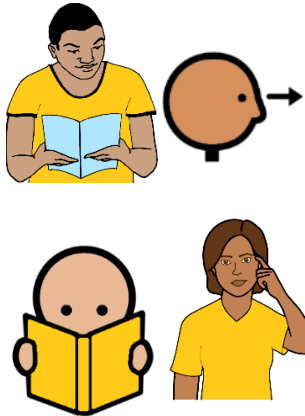
Website [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)



This is the end of the fact sheet.

## Images

We can use the images from



- CHANGE [changepeople.org](http://changepeople.org)
- Picto Selector
- TheNounProject
- Tobii Dynavox.

We can use the logos in this fact sheet.



This fact sheet is based on [A guide to privacy laws in NSW](#). NSW Information and Privacy Commission. June 2024.



Access Easy English wrote the Easy English.  
February 2025.