How Access Your Records

Easy Read

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| **You have a right to ask to access your information held with RIAC** |  |
| **You have a right to tell us if we have got something wrong on your records** |  |

**Steps to Access Information**

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| **Request in Writing: If you want to see your records, you need to make a request in writing. This means you should write a letter or an email asking to see your records.** |  |
| **Send to CEO: Send your written request to the CEO of RIAC. The CEO is the person in charge who will handle your request.** | **ceo@riac.org.au** |
| **Confidentiality: Your records are private and will only be shared with you or with others if you give your permission or if the law requires it.** | **A white padlock with a keyhole  AI-generated content may be incorrect.** |
| **Approval: Once your request is received, the CEO will review it and decide if it is reasonable and appropriate to share the records with you.** |  |
| **Access: If approved, you will be given access to your records. This means you can look at them and make sure all the information is correct.** |  |