



Queensland Institute of
Medical Research

TITLE: PRIVACY PLAN
APPROVED: 15 OCTOBER 2002
REVIEW: 2007

1. PURPOSE

The Policy demonstrates the Institute's commitment to the Queensland Government's Privacy Standard (IS42) and to the NHMRC Guidelines under Section 95 and Guidelines approved under Section 95A of the Privacy Act 1988 and describes how personal information (which may include sensitive or health information) is collected, stored, used and disclosed by QIMR.

2. BACKGROUND

In September 2001 the Queensland Government introduced a public sector privacy scheme. The privacy scheme adopts 11 Information Privacy Principles (IPPs) based on the Commonwealth Privacy Act 1988. The NHMRC Guidelines Approved Under Sections 95 and 95A of the Privacy Act 1988 provide a framework for the protection of privacy in the conduct of medical research.

3. POLICY STATEMENT

The IPPs are:

Principle 1: Manner and purpose of collection of personal information;

Principle 2: Solicitation of personal information from individual concerned;

Principle 3: Solicitation of personal information generally;

Principle 4: Storage and security of personal information;

Principle 5: Information relating to records kept by record-keeper;

Principle 6: Access to records containing personal information;

Principle 7: Alteration of records containing personal information;

Principle 8: Record-keeper to check accuracy, etc., of personal information before use;

Principle 9: Personal information to be used only for relevant purposes;

Principle 10: Limits on use of personal information;

Principle 11: Limits on disclosure of personal information.

Definitions

"*Personal*" information is defined as any information that would allow a person to be identified. This could include a person's name, address, age or physical characteristics (personal affairs) as defined in Clause 44(3)(b) of the Freedom of Information Act 1992.

"*Sensitive*" information is defined as racial or ethnic origin; political opinions; membership of a political association; religious beliefs or Affiliations; philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preferences or practices or criminal record.

"*Health*" information is defined as personal information about an individual collected in connection with the donation, or intended donation, by the individual of his or her body parts, organs or body substances.

"*Health Service*" is defined as an activity performed in relation to an individual that is intended or claimed (expressly or otherwise) by the individual or the person performing it to assess, record, maintain or improve the individual's health or to diagnosis or treat an individuals illness or suspected illness.

Collection of Information

In general, QIMR will use personal information only for the purpose for which it was collected.

For the purposes of fundraising QIMR will collect and maintain contact information such as name, address, telephone numbers and e-mail address in order to disseminate information about research, education and fundraising activities. Other information stored in an individual's record may include credit card details, research areas of interest, event attendance. This information will only be collected from the individual with their written consent.

Sensitive or health related information concerning an individual would only be collected with the individuals written informed consent. There may be some instances where sensitive or health related information is collected without consent but only with institutional ethics committee approval following review of the S95 Privacy legislation.

Disclosure of Information

QIMR will not directly disclose an individual's personal details to a third party other than to a mailing house contracted by the Institute to distribute its newsletter and other information on activities. On such occasions contractors who have access to personally identifiable information are required to protect this information in a manner that is consistent with the Government Information Standard (42), for example, by not using the information for any purpose other than to carry out the services they are performing for QIMR.

QIMR will not sell or exchange or release personal information about an individual whether or not for commercial gain without the individuals consent.

Individuals have the option of remaining anonymous in QIMR publications and other public forums.

Sensitive or health related information would not be used or disclosed without appropriate informed consent.

However, QIMR may use or disclose personal information if law requires it or if it is necessary for certain types of law enforcement.

Quality and Accuracy of Information

QIMR will take all reasonable steps to ensure that all information collected and used is accurate and up to date.

Security and Storage of Information

All care will be taken to ensure protection of personal, sensitive and health related information from misuse, unauthorised use, loss or modification. QIMR has in place appropriate physical, electronic, and managerial procedures to ensure security of information from unauthorised access.

Accessibility of Information

Individuals are entitled to access records containing personal information and to request alteration of those records if they are inaccurate, subject to Queensland laws. This access is in accordance with the Freedom of Information Act 1992 (Qld).

If an individual believes that their personal, sensitive or health related information has not been dealt with in accordance with an IPP they may make a complaint to QIMR seeking an internal review by contacting the QIMR Privacy Officer (Nerida Fox, Assistant Secretary, PH 3362 0295).

4. AMENDMENT HISTORY

MEC - 8 October 2002

Council - 15 October 2002

5. REFERENCES