

HMRI

Privacy Policy – Donors

1. Your privacy is important

This statement outlines the Hunter Medical Research Institute's (HMRI's) policy on how we use and manage personal information provided to or collected by us concerning donors.

We are bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

We may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to our operations and practices and to make sure it remains appropriate to the changing research environment.

2. What kind of personal information do we collect and how do we collect it?

The type of information we collect and hold includes (but is not limited to) personal information, including sensitive information, about:

- Individuals who make donations to us; and
- Corporations who make donations to us.

Personal information you provide:

We will generally collect personal information about an individual by way of forms filled out by you, face to face meetings and telephone calls.

Personal information provided by other people:

In some circumstances we may be provided with personal information about an individual from a third party.

3. How will we use the personal information you provide?

We will use your personal information for the primary purpose it was given. We may also use it for other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

We treat marketing and seeking donations for the future growth and development of HMRI as an important part of ensuring that we continue to be able to conduct good research. You may, from time to time, receive fundraising information from us, updating you on how your donations have been spent and seeking your support for future projects.

4. Who might we disclose personal information to?

We may disclose personal information, including sensitive information, held about an individual or corporation to:

- People providing services to us, such as Contractors, and subject to confidentiality agreements; and
- Anyone you authorise us to disclose information to.

Sending information overseas:

We will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases the consent will be implied); or
- Otherwise complying with the National Privacy Principles.

5. How do we treat sensitive information?

In referring to 'sensitive information' we mean: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

6. Management and security of personal information

Our staff are required to respect the confidentiality of your personal information and the privacy of individuals.

We have in place steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records.

7. Updating personal information

We want to ensure that the personal information we hold is accurate, complete and up to date. A person may seek to update their personal information held by us by contacting the Chief Operating Officer of HMRI at any time.

The National Privacy Principles require us not to store personal information longer than necessary.

8. You have the right to check what personal information we hold about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which we hold about them and to advise us of any perceived inaccuracy. There are some exceptions to this right set out in the Act.

To make a request to access any information we hold about you, please contact the Chief Operating Officer of HMRI at any time.

We may require you to verify your identity and specify what information you require. We may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, we will advise the likely cost in advance.

There will be occasions when access to the personal information is denied. Such occasions include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of another legal obligation.

9. Enquiries

If you would like further information about the way in which we manage the personal information we hold, please contact the Chief Operating Officer of HMRI.

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