Menzies Policy

Information and Privacy Policy

1 Policy Purpose and Scope

1.1 The purpose of this policy is to outline how Menzies School of Health Research handles the collection, use, storage and access to personal information. It covers Menzies’ responsibilities under both Privacy and Freedom of Information legislation (to be found in the Information Act – *NT Information Act*). Information and privacy issues related to the conduct of research are not covered by this policy, and can be found in Menzies’ Responsible Conduct of Research and Data Management policies.

1.2 This policy applies to:

- All staff, students, collaborators and visitors to Menzies School of Health Research
- All previous participants in research conducted by, or on behalf of, Menzies School of Health Research
- Any persons wishing to access corporate information held by Menzies.

2 Policy Statement

2.1 Principles

2.1.1 Menzies is committed to the collection, retention and storage of accurate information.

2.1.2 Access to and use of personal information will comply with legislative requirements.

2.1.3 Menzies supports the right of individuals to access and if necessary correct their personal information held by Menzies.

2.1.4 Menzies supports open access to corporate information to the extent possible and practical.

2.1.5 Menzies values an individual’s right to privacy and is committed to protecting the personal information it holds – in accordance with the Information Privacy Principles (IPPs) set out in NT legislation (see [http://www.infocomm.nt.gov.au/privacy/ipp.htm](http://www.infocomm.nt.gov.au/privacy/ipp.htm)).
2.1.6 Menzies encourages anyone seeking to access or correct their personal data, or to access corporate data, to contact the **Menzies Information Officer**.

2.1.7 If a request for access to personal or corporate data to the Menzies Information Officer is unsuccessful, Menzies has procedures for accessing information under **Freedom of Information legislation**.

2.1.8 Menzies has a **complaints mechanism** for alleged breaches of privacy.

### 2.2 Personal Information

2.2.1 Menzies treats personal information in accordance with the **Information Act (NT)** (see [http://www.infocomm.nt.gov.au/privacy/index.htm](http://www.infocomm.nt.gov.au/privacy/index.htm))

2.2.2 Menzies collects, uses and stores personal information for the following purposes:
- Administration: the selection, recruitment and ongoing employment of individuals; the conduct of Menzies business and commercial activities; and collaborative activities with individuals and organisations external to Menzies.
- Education: the enrolment and ongoing management of student activities.
- Research: the recruitment and participation of individuals and communities in research projects.
- Fundraising: the recruitment and participations of individuals and organisations in raising funds for Menzies.

2.2.3 Personal information can be collected:
- Directly from the individual through completion of forms, questionnaires, written and oral communications and through the collection of research samples; and
- From third parties in a de-identified form; such as educational institutions, health organisations, government bodies, community councils, or other individuals and organisations as may be required from time to time.

2.2.4 Personal information is stored in a secure environment.

2.2.5 Personal information (other than that collected in de-identified form) can be accessed and corrected by the person to whom the information pertains.

2.2.6 Complaints about alleged breaches of this policy will be investigated using the procedures outlines in Menzies' **Responsible Conduct of Research policy**. If a complainant is still unhappy they can contact the NT Office of the Information Commissioner (see [http://www.infocomm.nt.gov.au/complaints/ca_1.htm](http://www.infocomm.nt.gov.au/complaints/ca_1.htm)).

### 2.3 Freedom of Information

2.3.1 A person has a right to apply for access to personal and corporate information. Applicants are encouraged to ask the Menzies Information Officer for access to the documents first, since this often makes a formal application under the Freedom of Information provisions unnecessary.

2.3.2 Freedom of Information requests are treated in accordance with the **Information Act (NT)** (see [http://www.infocomm.nt.gov.au/foi/index.htm](http://www.infocomm.nt.gov.au/foi/index.htm)).
3 Definitions

3.1 Corporate information: Information created, or collected, by Menzies as evidence of its activities or operations.

3.2 Personal information: Information from which a person's identity is apparent or is reasonably able to be ascertained.

3.3 Primary purpose: The purpose for which the information was originally collected.

3.4 Secondary purpose: Using the information for a purpose specifically related to the primary purpose and which would be within the individual's reasonable expectations.

4 Roles and Responsibilities

4.1 It is the responsibility of all staff, students, volunteers, collaborators and visitors to Menzies to collect, store and use personal information in accordance with this policy.

4.2 It is the responsibility of the Information Officer to:

- assist Menzies staff with the implementation of this policy
- respond to external requests for corporate and personal information
- facilitate the resolution of complaints about alleged breaches of this policy, and
- facilitate the fulfilment of any Freedom of Information requests.

5 Accountability for monitoring and review

Menzies Information Officer

6 References

- Information Act (NT)
- Privacy Act (Cth)
- Menzies Responsible Conduct of Research Policy
- Menzies Data Management Policy

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<td>3 September 2012</td>
<td>3 September 2015</td>
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Authorising Officer
David Blair
Chief Operating Officer
### Version control

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<th>Revision Number:</th>
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### Revision History

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<td>29 June 2012</td>
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Menzies Procedure

Freedom of Information Procedure

1 Introduction and Scope

The purpose of this procedure is for persons external to Menzies to know how to seek access to Menzies School of Health Research corporate information, or to any personal information held by Menzies.

2 Supporting Policy

Menzies Information and Privacy Policy

3 Accessing Information

3.1 In the first instance, contact the Menzies Information Officer at the address below. This often makes a formal application under the Freedom of Information provisions unnecessary.

3.2 After that, if the corporate or personal information you are seeking has not been made available to you, you can make a formal written application under the NT Information Act. These applications should be on the attached form, and sent to the Menzies Information Officer at the address below, where they will be dealt with according to the provisions of the Act (see http://www.infocomm.nt.gov.au/foi/index.htm).

3.3 Other matters to note are:

- Freedom of Information applications may involve a fee, set in accordance with the NT Information Regulations (see http://www.infocomm.nt.gov.au/foi/cost.htm).
- You may be asked to verify your identity.
- Some personal information collected for research purposes may not be altered, provided it was correct at the time of collection.

3.4 If you are not satisfied with the decision after you have received notification of the results of your Freedom of Information application, you can apply in writing for an internal review at the address below, within 30 days of receiving the notice of the initial decision. You do not have to fill out an application form. But your application must:

- be in writing
- specify the name of the applicant and an address for correspondence
• identify the decision and the application on which it was made
• set out the reasons why the applicant is seeking review.

3.5 If you are still not satisfied after an internal review, you can complain to the Information Commissioner (see http://www.infocomm.nt.gov.au/complaints/ca_1.htm) within 90 days of receiving notice of the internal review decision.

4 Contact Information

The address for initial queries, Freedom of Information applications and complaints is:

Information Officer
info@menzies.edu.au

or

Information Officer
Menzies School of Health Research
PO Box 41096
Casuarina NT 0811

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The NT Office of the Information Commissioner:
Freecall: 1800 005 610

Postal Address:
GPO Box 3750
DARWIN NT 0801

Web address: http://www.infocomm.nt.gov.au
Email address: infocomm@nt.gov.au

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3 September 2012-09-03

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3 September 2015

Authorising Officer
David Blair
Chief Operating Officer