

Information and Privacy Policy

1 Policy Purpose

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
- Any persons wishing to access corporate information held by Menzies.

2 Definitions

Corporate Information refers to information created or collected by Menzies as evidence of its activities or operations.

Menzies Staff refers to anyone engaged by or associated with Menzies and includes all permanent, casual, adjunct, honorary or contracted staff (whether full-time or part-time), volunteers or students.

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

Primary Purpose refers to the purpose for which the information was originally collected.

Secondary Purpose refers to using the information for a purpose specifically related to the primary purpose and which would be within the individual's reasonable expectations.

3 Policy Statement

3.1 Principles

- 3.1.1 Menzies is committed to the ensuring the privacy of personal information collected, retained and stored at Menzies.
- 3.1.2 Access to and use of personal information will comply with legislative requirements.
- 3.1.3 Menzies supports the right of individuals to access and if necessary correct their personal information held by Menzies.
- 3.1.4 Menzies supports open access to corporate information to the extent possible, practical and appropriate. Applications for access to corporate information should be directed to the Menzies Information Officer (legal@menzies.edu.au)
- 3.1.5 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>).
- 3.1.6 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.
- 3.1.7 Menzies has a complaints mechanism for alleged breaches of privacy.

3.2 Personal Information

- 3.1.8 Menzies treats personal information in accordance with the *Information Act* (NT) (see <http://www.infocomm.nt.gov.au/privacy/index.htm>)
- 3.1.9 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.
- Fundraising: the recruitment and participations of individuals and organisations in fundraising activities for Menzies.

3.1.10 Personal information can be collected:

- Directly from the individual through completion of forms, questionnaires, written and oral communications; 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.

3.1.11 Personal information is stored securely.

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

3.1.13 Complaints about alleged breaches of this policy will be investigated using the procedures outlined in Menzies' *Grievance and Complaint Resolution* procedure.

3.3 Freedom of Information

3.1.14 A person has a right to apply for access to personal and corporate information. Applicants are encouraged to seek advice from the Menzies Information Officer for access to the documents in the first instance.

3.1.15 Freedom of Information requests are treated in accordance with the *Information Act* (NT) (see <http://www.infocomm.nt.gov.au/foi/index.htm>).

4 Roles and Regulation

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 **Menzies 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 Legislation and References

- *Information Act* (NT)
- *Privacy Act* (Cth)
- Menzies Grievance and Complaint Resolution Policy and Procedure
- Menzies Responsible Conduct of Research Policy
- Menzies Data Management Policy

6 Dissemination

6.1 All new policies will be placed on the intranet and communicated to all staff through a broadcast email from the Chair of the Policy and Procedures Committee.

7 Accountability for monitoring and review

7.1 Menzies Information Officer is responsible for the monitoring and review of this policy.

8 Document Control and Archiving

8.1 Policy documents are controlled documents and must not be altered without authorisation. All policy documents will be published in PDF format on the intranet. The original signed document will be held in the files of the Policy and Procedure Committee along with any superseded policy documents.