

THE WESTMEAD INSTITUTE FOR MEDICAL RESEARCH PRIVACY POLICY

About us

The Westmead Institute for Medical Research (**the Institute**) is a not-for-profit company which brings together many disciplines and skills in one of the largest medical research institutes in Australia.

The Institute aims to be a leading contributor to the health and well-being of the people of Western Sydney, Australia and beyond by attracting great minds to do great research which is translated to improve health for patients and communities.

The Institute is closely affiliated with the Sydney University Medical School, Westmead Hospital and the wider health system.

The Institute is committed to ensuring the privacy and confidentiality of your personal information and will endeavour to handle your personal information in accordance with the Commonwealth Privacy Act and other relevant state and territory laws.

This policy sets out how the Institute handles personal information. For the purposes of this policy, 'personal information' is information or an opinion about an identified individual, or an individual who is reasonably identifiable.

The personal information we collect and how we collect it

Research is conducted at the Institute in collaboration with the University of Sydney and Westmead Hospital. On occasions, research is also conducted with other universities, hospitals and medical research institutes. Personal information may be collected for a research study by one or all of these organisations.

Where research participants are involved, studies are conducted with ethical approval and with the informed written consent of the participant which deals with the collection and use of their information.

Independent of information collected by research investigators, the Institute collects personal information for its own functions and activities. Examples of personal information collected by the Institute include:

- In limited cases where the Institute undertakes research projects itself, it may collect details such as names, contact details, date of birth, family members, family medical history, occupations and activities, treating doctors and health service providers, health information including illnesses, injuries, treatment history, test results, medical reports and genetic information.
- Where the Institute receives donations from members of the community, it collects details such as names, contact details and payment information such as credit card details.
- Where the Institute enters into commercial dealings such as obtaining services, it may collect names, contact details, ABNs, bank details and licence or registration details of service providers.
- Where the Institute engages in recruitment activities, it collects names, contact details and employment history from job applicants.
- Where individuals interact with the Institute's website, e.g. to seek information, to request newsletters, to participate in surveys and/or to register for events, the Institute collects details such as names and contact details.

All personal information is collected for the purpose of the Institute performing its functions as a medical research facility and is generally collected directly from the individual with his or her consent.

In relation to research studies, the consent is provided in the applicable Participant Information and Consent Form (**PICF**) which are approved by a Human Research Ethics Committee.

The Institute's website uses "cookies", "pixel tags" and similar technologies which track visits to the site based on IP addresses (not names or other identifying information). This information is used to assist the Institute in making the website more useful to visitors.

How we use and disclose personal information

The Institute only uses and discloses personal information for the purpose for which the information was collected and to perform its functions as a medical research facility, unless otherwise permitted by law.

For example, the Institute:

- uses personal information to contact you as part of your specific dealings with the Institute, such as in relation to a research study, recruitment, donation or a commercial transaction.
- uses or discloses your personal information in accordance with the consent you provide on a Participant Information and Consent Form in relation to a research study.
- may disclose contact details to service providers engaged to assist in providing information about the Institute's activities.

The Institute generally does not send personal information overseas. If it were necessary to do so, such as part of a research study, consent would be obtained from the individual.

How we secure personal information

The Institute takes all reasonable steps to ensure that personal information it holds is kept secure. This may be on password protected databases that are only accessible by authorised users or in secure cabinets for paper documents.

Where the personal information is stored on the Institute's premises and relates to a research study undertaken by an investigator, that information is only accessible by authorised personnel.

The Institute may store personal information with cloud service providers located overseas but takes contractual steps to ensure that the provider keeps the information securely and does not access the information.

Access to your personal information, correction and complaints

If you would like to access your personal information held by the Institute, request that the Institute correct information it holds about you, or wish to make a complaint about how the Institute has handled your personal information, please contact:

Governance Manager
Westmead Institute for Medical Research
PO Box 412
Westmead NSW 2145

The Institute will consider any requests or complaints in accordance with the *Privacy Act 1988* (Cth) and other applicable legislation.

If you are not satisfied with the Institute's response, you may contact the Privacy Commissioner in the following ways:

Phone: 1300 363 992
Email: enquiries@oaic.gov.au
Fax: +61 2 9284 9666
Post: GPO Box 5218
Sydney NSW 2001