

AUSTRALIAN BIORESOURCES PRIVACY POLICY

ABOUT THIS PRIVACY POLICY

Australian BioResources (ABR) appreciates that privacy is important to you. ABR is committed to handling personal information (including health and other sensitive information) in accordance with applicable privacy laws, including the Australian Privacy Principles set out in the *Privacy Act 1988* (Cth).

You may choose to read our entire Privacy Policy or by clicking on the links below you can quickly navigate to those sections of our Privacy Policy which are of most interest to you.

WHAT INFORMATION DOES ABR COLLECT ABOUT YOU AND WHY?

Applicants for positions with ABR

Suppliers, contractors and other individuals

Visitors to our websites

CAN YOU DEAL WITH ABR ANONYMOUSLY?

HOW DOES ABR COLLECT AND HOLD YOUR PERSONAL INFORMATION?

HOW DOES ABR DISCLOSE YOUR PERSONAL INFORMATION?

WILL YOUR PERSONAL INFORMATION BE SENT OVERSEAS?

HOW CAN YOU ACCESS OR SEEK CORRECTION OF YOUR PERSONAL INFORMATION?

WHAT SHOULD YOU DO IF YOU HAVE A COMPLAINT ABOUT THE HANDLING OF YOUR PERSONAL INFORMATION?

HOW TO CONTACT US

HOW ARE CHANGES TO THIS PRIVACY POLICY MADE?

WHAT INFORMATION DOES ABR COLLECT ABOUT YOU AND WHY?

We collect personal information reasonably necessary for one or more of our functions or activities as a mouse breeding and holding facility. The types of personal information we generally collect includes your name, date of birth, address and other contact details such as your telephone numbers and email address. Depending upon the purpose of our interaction with you, we may collect additional personal information. More detail about the personal information (including sensitive information) we collect and why is set out below.

Applicants for positions with ABR

We may collect personal information when we are canvassing recruitment of staff. Generally speaking, we will collect personal information that you supply to us as part of this process for the purpose of assessing applications and proposals. ABR will collect personal information about you such as your educational/academic history and work history. We will collect personal information about you from third parties, such as your referees, as part of our assessment of your suitability for a position.

This Privacy Policy does not apply to employee records held by ABR relating to an employee or former employee of ABR.

Suppliers, contractors and other individuals

ABR may collect personal information about individuals who we deal with on a commercial basis such as suppliers, contractors and individuals in organisations to which we provide goods and services or from which we acquire goods and services. We may collect personal information about you including your name, position, contact details, licence or registration numbers, ABN, bank details and other information relevant to the capacity in which you are dealing with ABR.

Visitors to our websites

'Cookies' are used on www.abr.org.au. This allows us to track usage patterns and to compile data in an aggregated and "non user" specific form enabling us to improve our website for future visitors. If you do not want information collected through the use of cookies, there is a simple procedure in most browsers that allows you to deny or accept the cookie feature.

CAN YOU DEAL WITH ABR ANONYMOUSLY?

Where lawful and practical, you will be given the option to deal with us without identifying yourself, or by using a pseudonym (eg when inquiring about the activities that ABR undertakes). It may not always be practicable or lawful for ABR to deal with you anonymously or pseudonymously on an ongoing basis. If we do not collect personal information about you, you may be unable to participate in or have access to events or activities. You also should be aware that contact details are required in order for ABR to issue a tax-deductible receipt and to register you for events or tours.

HOW DOES ABR COLLECT AND HOLD YOUR PERSONAL INFORMATION?

We usually collect your personal information directly from you when you have contact with us in person, over the phone or via email or the internet.

If we collect your personal information from a third party, we will take reasonable steps to contact you and notify you of the purposes for which we are collecting your personal information as well as advising you of other persons or other organisations to which we might give your personal information.

We hold personal information in paper-based and electronic records and systems. Personal information may be collected in paper-based documents and converted to electronic form for storage (with the original paper-based documents either archived or securely destroyed).

ABR uses physical security and other measures to ensure that personal information is protected from misuse, interference and loss; and from unauthorised access, modification and disclosure. Personal information held in paper-based form is generally securely stored at the facility or in the case of archived records, at an external storage facility in Australia. We maintain computer and network security by using firewalls, user identifiers and passwords to control access to our computer system.

HOW DOES ABR DISCLOSE YOUR PERSONAL INFORMATION?

Where necessary, we may disclose your personal details to external contractors (such as organisations who assist with our research and educational activities, our mail-outs and independent IT service providers). We only disclose your personal information to external service providers on condition that they must protect this information in accordance with ABR's Privacy Policy and Australian privacy laws. We may also disclose your personal information to third parties where you have consented or we are entitled or required to do so by law.

HOW CAN YOU ACCESS OR SEEK CORRECTION OF YOUR PERSONAL INFORMATION?

You may request to access the personal information that we hold about you using the contact details provided in the "How to contact us" section below. In limited circumstances, access to your personal information may be declined in accordance with privacy laws. We will provide you with access, free of charge.

We endeavour to ensure that your personal information is accurate, complete and up-to-date whenever we use it. You can assist us with this by letting us know if your details change or if you notice errors or discrepancies in information we hold about you. If you consider any personal information we hold about you is not accurate, or is incomplete or out-of-date, you may request we amend our records.

WHAT SHOULD YOU DO IF YOU HAVE A COMPLAINT ABOUT THE HANDLING OF YOUR PERSONAL INFORMATION?

If you have any questions or concerns about this Privacy Policy or how your personal information has been handled by ABR, please contact us using the details in the "How to contact us" section below or via email at privacy@abr.org.au.

We will consider and respond to your complaint within a reasonable period. If you are not satisfied with our response, or you consider that we may have breached the Australian Privacy Principles or the Privacy Act, you are entitled to make a complaint to the Office of the Australian Information Commissioner. The Office of the Australia Privacy Commissioner can be contacted by telephone on 1300 363 992 or full contact details can be found online at www.oaic.gov.au.

HOW TO CONTACT US

In writing: Privacy Contact Officer
ABR c/o The Garvan Institute of Medical Research
384 Victoria Street
Darlinghurst NSW 2010

Telephone: 02 9295 8110 or 1300 73 66 77

Fax: 02 9295 8507

Email: privacy@abr.org.au

HOW ARE CHANGES TO THIS PRIVACY POLICY MADE?

ABR may amend this Privacy Policy from time to time, with or without notice to you. We recommend that you visit www.abr.org.au regularly to keep up to date with any changes.

This Privacy Policy was last updated in September 2014.