

Privacy Policy

This is the privacy policy of the Translational Research Institute Pty Ltd as trustee for the Translational Research Institute Trust (ABN 58 155 991 662) (“TRI” “we” “our” or “us”).

Privacy Act and the purpose of this policy

TRI adheres to the *Privacy Act 1998* (Cth) and the Australian Privacy Principles (“APPs”). The APPs set out in that Act provide standards for the collection, access, storage and use of personal information, which TRI obtains through its business operations.

Please read over and be aware of this policy before providing TRI with any of your personal information.

How the information is collected and stored

We collect personal information as part of our operation of TRI in a number of ways, including directly from you, for example, when you sign-in to enter our premises and agree to our Terms of Entry, when you undertake induction and when an access card is issued. Personal information may also be collected when you express interest to participate in one of our clinical trials or when you access our website (www.tri.edu.au) or our Intranet (<https://internal.tri.edu.au>).

Kinds of personal information we collect and hold

The type of personal information collected by us usually includes your name, address, electronic mail address and other contact details and sometimes we collect other information, such as your age and gender.

If you do not give us this information on request, we may be unable to provide services to you, we may be unable to provide you with access to TRI premises, and you may be unable to participate in clinical trials.

When you access our website or our Intranet, our server also collects technical or navigational information about your use of our service. This includes browser type, IP address, the URL you accessed, pages views and time spent on our website, cookies, domain type and service provider. This information is used for internal statistical purposes and to improve our website. No attempt will be made to identify individual users or their browsing activities except in the unlikely event of an investigation, where a law enforcement agency may exercise a warrant to inspect the Internet web server logs.

The purposes for which we collect personal information

The information we collect and store is used for the purpose for which it was collected to enable us to carry out our functions as a medical research institute and other related purposes including:

- If you provide us with personal information when you sign-in to enter our premises, to ensure TRI premises and personnel are safe at all times.
- If you provide us with personal information when expressing your interest to participate in a clinical trial, to enable us to provide you with details in relation to participation in such clinical trial.

We may also use personal information to update you on the activities of TRI, events occurring at TRI, to compile internal directories, to inform you of building related matters and to provide you with information about clinical trials. We comply with all laws relating to spam and unsolicited mail and unless we have obtained your prior consent we will not use your personal information to contact you for any other marketing or advertising purposes other than those already specified above.

We take various measures, depending on the type of information, to ensure the safety of the information we store as well as your anonymity. We protect against loss, misuse, unauthorised access and disclosure. When information is no longer required we will permanently destroy or remove your identity from the information.

Disclosure of personal information

In certain circumstances, we may provide some of your personal information to a third party to assist with the provision of our services. Where we do this, we ensure that the relevant third party service provider agrees to be bound by the terms of this Privacy Policy.

In limited other circumstances we may also be required by law to provide your personal information to third parties, such as law enforcement agencies.

We do not currently disclose personal information to third parties located overseas, and will unlikely do so in the future. If we are likely to disclose your personal information to overseas recipients in the future, we will notify you beforehand.

Access to your personal information

You may contact our Privacy Officer to request that we provide you access to any of your personal information which we hold. If you make such a request, you will be required to provide us with proof of identity. We may charge you the reasonable cost of collecting your personal information. We will provide you with this information, unless the Privacy Act or the APPs allows us to refuse access to the information.

If you need to update, correct or amend any information you have given us, please contact our Privacy Officer.

Complaints and feedback

If you would like to provide any feedback to TRI about this Privacy Policy, including if you would like to make a complaint about a breach of the Act or the APPs, or if you have any concerns about TRI's treatment of your personal information, please contact our Privacy Officer.

We take your concerns seriously, and will respond to any feedback or concerns which are raised as soon as possible.

Privacy Officer
Translational Research Institute Pty Ltd
PO Box 6116, Buranda QLD 4102
Telephone: +61 7 3443 7712
Fax: +61 7 3443 7779
Email: privacy@tri.com.au

Changes to this Privacy Policy

We may make changes to this Privacy Policy from time to time, by publishing an updated Privacy Policy on our website (www.tri.edu.au). Unless we have obtained your prior consent, we will not use the personal information that you have submitted to us under this Privacy Policy in any manner which is not consistent with this Privacy Policy.

This Privacy Policy was last updated on 14 October 2016.