

## 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”).

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### Policy Statement

TRI adheres to the *Privacy Act 1988* (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 that is obtained by TRI through its business operations. TRI strictly observes these standards while dealing with this personal information. If you are a customer in Europe, TRI will deal with your personal information in a manner consistent with the EU General Data Protection Regulation and the APP’s.

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

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### 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](http://www.tri.edu.au)) or our Intranet (<https://internal.tri.edu.au>).

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### Kinds of personal information we collect and hold

The type of personal information collected by us usually includes your contact information, such as your name, address, e-mail address and other contact details. Additionally, we occasionally collect biographical information such as your date of birth 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. Further information about the collection, handling and storage of this information can be found within the ‘Online Data Collection’ section of this Policy.

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### 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 a clinical trial.

- When you visit our website, we use the technical and navigational information provided to enhance your browsing experience as well as to improve our website.

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 that result from any data security breach. We will notify you and any regulatory authority of a breach where we are legally required to do so. When information is no longer required we will permanently destroy or remove your identity from the information.

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### **Online Data Collection- TRI Website**

We may collect information from you when you use our website or intranet service. As you interact with our website, we may automatically collect information about your use of our website through the application of cookies. We also receive technical data if you visit other websites that employ our cookies, namely through analytics providers such as Google.

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.

There are a number of ways in which you can manage your cookies preferences. You have the ability to block all cookies through adjusting your browser settings. It is important to note that blocking cookies may impact your browsing experience.

Our website may also contain links to third party websites and applications. Third-party websites have their own privacy policies in place and we do not accept any responsibility or liability for their policies.

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### **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.

If you provide us with personal information when expressing your interest to participate in a clinical trial, we may also provide your personal information to the entity whose benefit the clinical trial is being conducted.

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.

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## Your Rights Relating to Personal Data

### Right to Access 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. With the exception of EU residents, we may charge you the reasonable cost of collating 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.

### Right to Rectification

Where the information that we hold about you is incorrect, you have the right to have that information rectified.

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## 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](mailto:privacy@tri.com.au)

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## 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](http://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 11 September 2018