



## ONJCRI Privacy Policy

The Olivia Newton-John Cancer Research Institute (“ONJCRI” “we” “us” “our”) recognises the importance of protecting your privacy. We comply with the *Privacy Act 1988* (Cth) (“Privacy Act”) and other relevant laws in relation to the collection, management and disclosure of your personal information. You may read our privacy policy (“this Policy”) in full or click on the links below to be taken to the topic you would like to read about. A summary version is also available here: <http://www.onjcri.org.au/wp-content/uploads/2022/10/Summary-Privacy-Policy.pdf>

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### Scope

This Policy applies to how we handle your personal information. Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

Sensitive information is a type of personal information which has greater privacy protection. It includes information about a person’s:

- health or disability (“health information”);
- genetics or biometrics (which is not health information);
- race or ethnic origin;
- political opinions;
- membership of political, professional or trade associations or trade unions;
- religious beliefs;

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- sexual orientation or practices; and
- criminal record.

## What personal information do we collect?

The types of personal information we might collect from you depends on how you engage with us. The following sets out more detail about the types of personal information we typically collect.

### **Donors and supporters**

If you make a donation to us, we will ask you for:

- your name;
- your contact details (email, phone number, address);
- your payment details (such as bank account or credit card details);
- in whose name (if any) the gift is made.

In some circumstances, we may ask you for additional personal information to help us get to know you. You are not required to provide such additional information to make a donation.

### **Research participants**

If you participate in research activities or clinical trials conducted by us, we collect personal information necessary for you to participate in the research such as your:

- name;
- contact details;
- date of birth;
- medical conditions and medical history (including your family history);
- Medicare/private health insurance details.

### **Referring doctors and other healthcare professionals**

We may collect personal information about healthcare professionals who interact with us or who are involved in the care of people participating in our research. Typically, we will only collect the name and contact details of healthcare professionals.

### **Applicants for ONJCRI positions (including prospective students and employees)**

We collect personal information when we are recruiting staff and students including:

- name and contact details;
- qualifications and experience;
- COVID-19 vaccination status.

The information you supply will be used for the assessment of your application. This Policy does not apply to employee records held by ONJCRI.

## How do we collect personal information?

We typically collect personal information directly from you. For example, when we speak with you over the phone, when you visit us in person or when you interact with us online including via our website and social media (for example, Facebook, Twitter and LinkedIn). Sensitive information will only be collected with your consent (unless otherwise permitted or

required by privacy laws).

Sometimes, we collect your personal information from third parties or collaborators, such as your treating doctor or hospital. We will only collect your personal information from third parties with your consent, or in accordance with applicable privacy laws.

### Can you interact with us anonymously or using a pseudonym?

In some instances, you may be able to interact with us anonymously or using a pseudonym. For example, if you are making a general enquiry. However, sometimes we will need your personal information to be able to interact with you. For example, if you wish to donate online, we need certain personal information to process your donation.

### How do we use your personal information?

We will use your personal information in connection with conducting our activities as a medical research organisation.

#### **Administrative Purposes**

The personal information you provide may be used for administrative purposes including:

- to process your donation and issue receipts;
- to respond to your queries, feedback and complaints; and
- to enable you to apply for a position at ONJCRI.

#### **Research and Marketing Purposes**

The personal information you provide may also be used for research and marketing, including:

- to invite and enable you to participate in research activities or clinical trials; and
- for marketing and business development, including to inform you about our research, events and fundraising activities.

You may opt out of receiving communications from us at anytime by using the opt out facilities provided in the communications, or by contacting us on the details [below](#).

### How do we store and secure your personal information?

We take reasonable steps to ensure your personal information is protected from misuse and loss and from unauthorised access, modification and disclosure including:

- requiring staff and students to maintain confidentiality;
- through IT security systems;
- storing physical records securely.

We hold your personal information in electronic or hard copy form. Some personal information may be held securely on third-party cloud-based servers (which may be located overseas, including in the UK). We hold personal information for the retention periods required by law. After this time, personal information is destroyed or de-identified when it is no longer needed.

We cannot ensure security of any information transmitted over the internet and you do so at your own risk.

### When may we disclose your personal information?

We may disclose personal information to Austin Health, and to other third parties:

- with your consent; or
- for the purpose for which the information was collected; or
- where you would otherwise reasonably expect us to disclose the information to a third party for a secondary purpose.

For example, if you are participating in a clinical trial, information about your participation may be passed on to your treating doctor. Another example includes disclosure to our third-party service providers for the limited purpose of allowing them to provide services to us, such as IT system administrators or payment processors.

If you make a donation, we may publish your name in our annual report or other ONJCRI publications, in accordance with your preferences notified to us. We will not publish your name if you have asked to remain anonymous.

### Do we disclose personal information overseas?

In some circumstances, we may need to disclose your personal information overseas. We will only disclose your personal information overseas if:

- you have consented, and the receiving organisation is subject to a law, binding scheme or binding contract that provides substantially similar protection to the Australian Privacy Principles (“APPs”); or
- the disclosure is otherwise permitted or required by law.

Examples of when we might need to disclose personal information overseas include as part of research collaborations, where you have consented to us providing your information to the overseas entity. We do not typically disclose sensitive information overseas. If we need to disclose sensitive information overseas, we will not do so without your consent.

### How can you access or correct your personal information?

You have a right to request access to your personal information which is held by us. You can make this request in writing using the contact details [below](#). We will tell you if you need to pay an administrative fee to cover the costs of us providing your personal information before we provide the information. We will work with you to provide your information in a form that is suitable for you. Sometimes, there might be a legal reason why we cannot provide you with access to some of your personal information. If this happens, we will provide written reasons.

If you believe any of the personal information we hold about you is misleading or not accurate, complete, relevant or current, you can request an amendment in writing using the contact details [below](#). If we are satisfied that the information we hold about you is incorrect, incomplete or out of date, we will take reasonable steps to correct this. If we do not consider

that your information is incorrect, incomplete or out of date, we will provide our reasons in writing and let you know how you may complain.

### Cookies and use of our web site

A cookie is a small file that a website sends to your computer. It records information necessary for certain website functions, such as remembering your preferences or settings. We may use cookies for statistical and website development purposes. For example, we use cookies to measure traffic patterns, to determine which areas of our website have been visited and to measure transaction patterns.

We only use cookies to improve functionality of our website and services, not to store any of your personal information. If you do not want to accept cookies, you can set your browser and/or firewall to block them. You will still be able to access most content, but some interactive functions will be unavailable.

Our website may contain links to other websites. This Policy does not apply to other websites. We are not responsible for the privacy policy, practices or the content of any other website.

### Complaints about your privacy

If you believe that there has been a breach of the Privacy Act involving your personal information, in the first instance, you can make a complaint to us in writing, using the contact details provided [below](#). We will consider your complaint and determine what action (if any) we need to take. We will inform you of our response to your complaint.

If you are dissatisfied with our response, you can contact the Office of the Australian Information Commissioner ("OAIC"):

**Online:** <https://www.oaic.gov.au/about-us/contact-us>

**Phone:** 1300 363 992

**Mail:** Office of the Australian Information Commissioner GPO Box 5218, Sydney NSW

### Contact us

If you have any questions about this Policy, would like to request access to your personal information, or to update it, or you wish to make a privacy complaint, please contact our privacy officer:

**Email:** [enquiries@onjcri.org.au](mailto:enquiries@onjcri.org.au) [ATTN Privacy Officer]

**Mail:** Privacy Officer, Olivia Newton-John Cancer Research Institute  
Level 5, Olivia Newton-John Cancer Wellness & Research Centre  
145 Studley Road Heidelberg VIC 3084