



Australian Q Fever Register

Application for Access to the Register

The Australian Q Fever Register has been established by Meat and Livestock Australia (MLA) (who have appointed AusVet Animal Health Services as the data manager) to assist organisations to determine the Q Fever immune status of an individual, to prevent unnecessary testing, and to minimise the risk of exposing susceptible individuals to the organism in the workplace. To access the Register, an Organisation must complete this application form, sign the declaration, and nominate one or more individuals as registered Users (on the **User Registration Form**). All the information on this form is required.

Organisation Details					
Organisation Name					
Address <small>Street number, name, PO Box etc</small>					
Town/Suburb	State		Postcode		
Organisation Type	<input type="checkbox"/> Meat processor	<input type="checkbox"/> Medical Practice	<input type="checkbox"/> Other		
If Other , please state Organisation type and reason for requesting access to the register.					
Approximate Size of Organisation <small>Approximate number of employees, or, for medical practices, clients at risk of being exposed to Q fever.</small>					
<input type="checkbox"/> less than 20 <input type="checkbox"/> 21 – 100 <input type="checkbox"/> 101 – 250 <input type="checkbox"/> 251 – 500 <input type="checkbox"/> more than 500					

The Terms and Conditions of Access to the Register, attached to this form, aim to:

- Encourage the submission of all available relevant information from consenting individuals on the Register
- Ensure that data on the Register is of the highest quality
- Protect the privacy rights of individuals whose data is on the Register
- Protect the privacy rights of Organisations seeking access to the Register

Please read the Terms and Conditions attached to this form before signing.

I, the undersigned, hereby apply for access to the Australian Q Fever Register. I certify that I am authorised to sign this application for access to the Register on behalf of the above-named Organisation, and agree to be bound by the Terms and Conditions attached to this application. I further accept responsibility for ensuring that any employees of this Organisation who are granted access to the Register adhere to the attached Terms and Conditions.

Signed

_____/_____/_____
Date

Name (printed)

Position

This form should be faxed or mailed to the Australian Q Fever Register (address on page 3) accompanied by one or more **User Registration Forms**, providing the details of authorised Users.

Terms and Conditions of Access to the Australian Q Fever Register

1 Definitions

For the purpose of these Terms and Conditions the following definitions shall apply:

- 1.1 **Register** means the Australian Q Fever Register
- 1.2 **User** means an employee of a registered Organisation who has been authorised by that Organisation and the Register to submit and retrieve data from the Register
- 1.3 **Organisation** means a legal entity under Australian law eligible to be granted access to the Register (ie, a registered meat processing plant, medical practice, or other Organisation as determined by the Australian Q Fever Technical Management Committee.
- 1.4 **Associated individual** means a person associated with the Organisation, for example, as an employee, contractor, visitor, client or patient.
- 1.5 **Consent form** means the Australian Q Fever Personal Details and Consent Form.
- 1.6 **Immune Status Documentation** means any documentation that provides reliable information on the Q Fever immune status of an individual, primarily vaccination certificates, pathologists' test results, or medical certificates.

2 Purpose

The purpose of the Register is to assist Organisations to determine the Q Fever immune status of an individual, to prevent unnecessary testing, and to minimise the risk of exposing susceptible individuals to the organism in the workplace. The function of the Register is to store and report information on the Q Fever immune status of individuals, in order to facilitate employment processes and decrease the risk of susceptible individuals becoming exposed to the organism in high-risk workplaces.

3 Standard Operating Procedures

The Organisation will adhere to the procedures and rules layed out in the *Australian Q Fever Register Standard Operating Procedures (SOPs)*, which form part of these Terms and Conditions. The SOPs are updated from time to time, and the latest version can be found on the Australian Q Fever Register Web site (<http://www.qfever.org>). All Users are informed when any changes are made to the SOPs.

4 Authorised Users

A registered Organisation will:

- 4.1 Nominate one or more staff members as authorised Users of the Register. Nominated staff members will normally be employed in a position that takes responsibility for the Occupational Health and Safety of employees of the Organisation. Nominated staff members' details will be submitted to the Register using the User Registration Form.
- 4.2 Ensure that authorised Users comply with the requirements of these Terms and Conditions.
- 4.3 Ensure that the passwords used by authorised Users are kept secret, and will take all necessary steps to prevent non-authorised persons from accessing the Register.
- 4.4 Notify the Register within 7 days of the termination of employment of an authorised User, so their access rights can be removed. New nominations for authorised Users may be submitted at any time, however no more than two authorised Users per workplace will normally be permitted unless reasonable need for more Users is demonstrated by the Organisation.
- 4.5 Provide all necessary facilities and equipment to authorised Users to enable them to submit data to, and access data from the Register. This will include, wherever possible, a computer with an Internet connection and appropriate Web browser software, as well as an E-mail account for each User. Where Internet access is not feasible, authorised Users may contact the Register using facsimile, telephone and mail. Note that the Register does not guarantee to support non-Internet access indefinitely.
- 4.6 Ensure that information from the Register is used only for the purpose for which it is intended.

5 Submitting data

- 5.1 Whenever information about the Q Fever immune status of an associated individual becomes known to the Organisation (through screening programs, vaccination programs, or notifications of disease), the Organisation will seek the individual's consent to enter such details on the Register.
- 5.2 Consent will only be considered to have been granted if the individual reads and signs the Australian Q Fever Register Personal Details and Consent Form. The Organisation should make every effort to explain the benefits and use of the Register to individuals. Individuals should be encouraged to provide their consent, but no individual should be compelled to participate in the Register.
- 5.3 When new immune status information is obtained about an individual who has previously provided signed consent, there is no need for further consent to enter the new information on the Register.
- 5.4 Where Internet access is available, authorised Users are responsible for entering the details provided on the Consent form and immune status information onto the Register.
- 5.5 Authorised Users shall take all reasonable measures to ensure the accuracy of the information entered onto the Register.
- 5.6 Where no Internet access is available, the Consent form and other immune status documentation will be mailed to the Register for data entry.
- 5.7 Where an Organisation holds information about the immune status of individuals, collected prior to the commencement of the operation of the Register, that Organisation shall request, for current employees and,

where possible, for former employees, signed consent to submit such details to the Register. A signed Consent form is required before any data can be entered on the Register.

6 Storage and Handling of Records

- 6.1 Once the data from Consent forms has been entered onto the Register, the forms will be mailed to the Register. No copies will be made or kept by the Organisation.
- 6.2 Copies of Immune Status Documentation may be kept by the Organisation (in the individual's medical record), but a copy must also be submitted to the Register by mail after it has been entered onto the Register.
- 6.3 Medical records retained by the Organisation should be stored securely so as to ensure that they are accessible only to personnel authorised to do so, and are only used for the purpose for which they were collected.

7 Access

Authorised Users may access information held by the Register under the following conditions:

- 7.1 Access to information on an individual is only permitted with the consent of that individual.
- 7.2 Consent to access information shall be considered to have been granted if the individual informs the Organisation of their Q Fever Register Number, full name, and date of birth.
- 7.3 The Organisation shall not keep records of the Q Fever Register Numbers of individuals, nor reveal these numbers to any other individual or Organisation.
- 7.4 The Organisation shall ensure that any information on an individual that has been obtained from the Register is not available to third parties.

8 Use of Data

The Organisation shall ensure that data collected from an individual or obtained from the Register is used only for the purpose for which it was obtained, that is, to determine the Q Fever immune status of an individual, to prevent unnecessary testing, and to minimise the risk of exposing susceptible individuals to the organism in the workplace.

9 Research

Information on the Register may be used for Research into Q Fever under the following conditions:

- 9.1 Applications for use of Register data for research must be made to the Australian Q Fever Register Technical Management Committee, made up of industry, union, occupational health and safety and medical representatives. If approved, the request will then be evaluated by an appropriate Ethics Committee.
- 9.2 No individually identifying data will be released unless the individual has previously granted consent to be contacted for research purposes.
- 9.3 Organisations may be contacted to request their participation in approved research, but they are under no obligation to do so.
- 9.4 A written record of all requests for use of the Register for research will be kept by the Technical Management Committee.

10 Discrimination

The Organisation will ensure that no individual is discriminated against in any way, on the basis of the presence or absence of information on the Register, failure to inform an employer of their Q Register Fever Number, or due to the content of the information on the Register.

11 Monitoring of on-line activity

All on-line activity on the Register is monitored and logged. This is done to enable the correction of errors, identify unauthorised or inappropriate use, and to monitor usage patterns to help identify those Users who may be in need of further assistance. To ensure data accuracy MLA may, from time to time, audit data and user activity.

12 Privacy

All information submitted on this form, or subsequently collected about an Organisation or their activities through the operation of the Register will be kept strictly confidential. No information that may be identified with a particular registered Organisation will be released to any other registered Organisations, businesses, government departments or individuals. Organisation contact details may be released to approved researchers subject to the requirements described under item 8) Research above.

13 Penalties

Any breaches of these terms and conditions will be referred to the Australian Q Fever Register Technical Committee. They may, at their discretion, take any action required to correct the problem. Actions may include (but may not necessarily be limited to): requiring a guarantee that the cause of the breach has been remedied and that similar future breaches will not occur; temporary or permanent removal of access rights to the Register; or, in the case of severe breaches, recommending appropriate legal action be taken.

For more information contact the Q Fever Register Help-Line or visit the Q Fever Register Web site:

Australian Q Fever Register Help-Line: **1300 QFEVER** (1300 733 837)

Australian Q Fever Register Web site: **<http://www.qfever.org>**

Postal Address: Australian Q Fever Register
PO Box 3180
South Brisbane QLD 4101

Fax number: 07 3844 8374