

General Policy and Governing Law

AUS-MEAT Limited (**Manager**) in its capacity as manager of the Australian Q Fever Register (Register) is committed to the protection of your personal information within the meaning of the Privacy Act 1988 (**Privacy Act**) which includes sensitive information (**Personal Information**).

This Privacy Statement sets out how the Manager collects, uses, discloses and otherwise handles Personal Information in accordance with:

- the Australian Privacy Principles (**APPs**) contained in the Privacy Act; and
- the *Health Records and Information Privacy Act 2002* (NSW), *Health Records Act 2001* (Vic) and *Health Records (Privacy and Access) Act 1997* (ACT) and their corresponding privacy principles to the extent that they apply to the Manager (**other Privacy Requirements**).

Specifically, this Privacy Statement sets out:

- the kinds of Personal Information that the Manager collects and holds;
- how the Manager collects and holds Personal Information;
- the purposes for which the Manager collects, holds, uses and discloses Personal Information;
- how an individual may access Personal Information that is held by the Manager about the individual and seek correction of it;
- how an individual may complain about a breach of privacy and how the Manager will deal with such a complaint; and
- the circumstances in which Personal Information is likely to be disclosed between States and Territories within Australia, and outside Australia.

Collection of Personal Information

The purposes of the Register are set out on the Register website and include:

- to assist organisations to determine the Q Fever immune status of an individual;
- to prevent unnecessary testing for Q Fever; and
- to minimise the risk of exposing susceptible individuals to Q Fever in the workplace.

All information collected by the Manager is collected to achieve these purposes, and is used only for these purposes, purposes directly related to these purposes and the purposes set out in the section *Use of Personal Information* below.

Personal Information may only be collected from an individual and stored on the Register if that individual has read, understood, completed, and signed the relevant form.

Information collected by the Manager about an individual includes:

- personal details (name, gender and date of birth);
- contact details (mailing address, phone number and email address);
- type of job; and
- Q Fever immune status including the date and result of screening or diagnostic tests (skin and blood tests), and date and batch number of Q Fever vaccination.

Cookies

Cookies are pieces of information that a website can transfer to an individual's computer hard drive for record keeping. The Register uses cookies to identify users as they move from page to page in the Register. A unique user ID is generated at log on and stored on the user's computer. Each time a new page is accessed, this ID is returned to the website and checked to confirm that the user is authorised to access the data. When the user logs off, the cookie is automatically removed from the user's computer. The cookie contains no other information, and does not persist on the user's computer between sessions.

Other Information

The Register automatically records information about user activity on the Register website, including which pages users access, when they are accessed, and what data is submitted or requested.

The Manager does not collect any Personal Information in relation to racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, or details of disability or sexual activity or orientation.

Use of Personal Information

Information collected by the Manager is used only to achieve the stated purposes of the Register. The way the information is used is described below.

Information about individuals:

- personal details (name and date of birth) are used to identify individuals on the Register, so that when an individual's Q Fever immune status is queried, the authorised user can be confident that the information is about the correct individual;
- email addresses are used to forward Q Fever eStatements;
- information on the type of job is used to monitor the uptake of the Register in different types of at-risk industries; and
- Q Fever immune status is provided to authorised users to help determine if an individual should be screened or if the individual is already immune and can enter an at-risk workplace without further testing.

Information about organisations and authorised users:

- name and address of the organisation are used to check that the organisation is entitled to access the Register, and for correspondence;
- type of organisation allows the Manager to distinguish between meat processors, medical practices, or other authorised users, each of which may require different levels of user support;
- approximate size of the organisation is used to assess the level of usage of the Register by different organisations (organisations that use the Register much less than the average may be contacted to check if they need assistance or training in the use of the Register); and
- name and contact details (phone number and email address) of authorised users within an organisation are used to set up authorised user accounts to access the Register (authorised users may be contacted if errors are detected within the Register or when required documentation has not been submitted to the Register within the required time periods).
- Authorised users' on-line activity is recorded for the following reasons:
 - to analyse usage patterns by different organisations, in order to identify those who may be in need of further assistance in using the Register; and
 - to provide full data auditing capability –user activity records can be used to determine who made what changes to the Register, and when.

Other Uses

Information on the Register may only be used to achieve the stated purposes of the Register, except in the following circumstances:

- research purposes – information may be used for research into Q Fever in response to specific requests by researchers (information that may be released to researchers, and the conditions under which it may be released, are described in the section “Disclosure of information” below);
- the Manager ceases to be responsible for managing the Register for whatever reason, information already on the Register will be transferred to a new manager but will remain subject to this Privacy Statement, the APPs and other Privacy Requirements.
- there are reasonable grounds to believe that disclosure is necessary to prevent a threat to life or health; and
- the use of the information is authorised by law or reasonably necessary to enforce the law (these uses may include situations where the Manager is required to provide information in response to subpoenas or warrants or other legal processes).

Disclosure of information

The information collected by the Manager is strictly confidential. The Manager will not reveal, disclose, sell, distribute, rent, licence, share or pass that information on to any third parties, other than those who are contracted to keep the information confidential or are subject to similar requirements regarding the handling of Personal Information.

The Manager may disclose the Personal Information for the stated purposes of the Register, under the following conditions:

- information about individuals on the Register can only be accessed by authorised users, who have been nominated by an eligible organisation (e.g. meat processor or medical practice) and have been given a password to access the Register;
- the authorised user who submits an individual’s information to the Register (after receipt of the relevant form) can directly access all submitted information until it is verified by the Register, and is therefore able to check that information on the Register;
- authorised users can only access information about an individual with that individual’s consent. To access information on an individual’s Q Fever immune status, the authorised user must enter: the given name, the surname, the date of birth, and the Q Fever register number;
- the Q Fever Register Number is printed on the individual’s Q Fever register card, or can be obtained if the individual calls the Q Fever Register Help-Line on 1300 QFEVER; and
- when an individual informs an authorised user (medical practice or prospective or current employer) of the individual’s Q Fever register number, this will be taken as the individual having consented to that authorised user’s access to the individual’s information on the Register.

The information disclosed by the Manager under these conditions consists of the individual’s name, Q Fever immune status and the date of any vaccination (as applicable).

Authorised users are not able to access any Personal Information without the correct name, date of birth and Q Fever register number of the individual.

Mailing address information held by the Manager will not be disclosed to anyone, except to the extent necessary to mail correspondence to the individual from the Manager.

De-identified information from the Register may be published on the Register website. This includes the total number of individuals on the Register, the proportion vaccinated, and a breakdown of registrations by State and Territory. No information that may be used to identify an individual is disclosed.

Exceptions to these disclosure rules include:

Research

De-identified information from the Register may be disclosed to approved researchers, on the following conditions:

- the research does not breach this Privacy Statement, the APPs or other Privacy Requirements; and
- the research is approved by AMPC.

One of the criteria for approval by AMPC will be the potential value of the research for the control of the disease and the protection of workers in high-risk industries.

Storage and security of your information

The Manager will take reasonable steps to ensure that all information that it collects, uses, discloses or otherwise handles is accurate, complete, up-to-date and stored in a secure environment accessed only by authorised users. The Manager uses a secure server to minimise the risk of unauthorised use of information. Information that is transmitted via the secure server is encrypted in accordance with the highest standards.

Personal information collected by the Manager will routinely be stored in Australia, but may be stored in any other country in the Asia Pacific region where the Manager or its service providers maintain data storage facilities.

How to access, correct or update information

Individuals whose personal details have been entered on the Register have the right to access that information to check it for accuracy.

Individuals may request that their details be removed from the Register. This request must be received by the Register from the relevant individual in writing.

Individuals should call the Q Fever Register Help-Line on 1300 QFEVER to check their details or alternatively, they can log onto the Register (using their name, DOB, Q Fever Register Number and the answer to their nominated secret question).

Whenever information is entered on the Register, a full copy of the information is provided to the individual. The individual has the opportunity to correct any errors. Any corrections must be supported by appropriate documentation to the extent reasonably required by the Manager.

Complaints

If an individual has a complaint relating to a breach of this Privacy Statement, the APPs or other Privacy Requirements, they should contact the Manager by calling the Q Fever Register Help-Line on 1300 QFEVER or by sending an email to register@qfever.org. The Manager will investigate all complaints and respond within a reasonable time and in accordance with its legal obligations. The Manager will take any necessary corrective actions promptly.

Other information about privacy

Remember to log off the Register and close your browser when you have finished your session. This is to ensure that others cannot access the Register if you share a computer with someone else. All users are responsible for the security of and access to their own computers and passwords.

Ultimately, users are solely responsible for maintaining the secrecy of their username and passwords and any account information. Please be careful and responsible whenever you are using the Internet.

For further privacy information, please refer to the Office of the Australian Information Commissioner's website at <https://www.oaic.gov.au/>.