RESEARCH AUSTRALIA
Championing Australian health & medical research & innovation

Privacy Policy

PURPOSE

Research Australia recognises its responsibility to collect, manage, use and disclose personal and sensitive information in accordance with the Privacy Act.

This Policy applies to personal and sensitive information collected and held by Research Australia and to employees and other persons engaged by Research Australia who handle that information.

This Policy covers personal and sensitive information pertaining to current and former employees, job applicants, Board members, contractors, suppliers, members, advisory clients, event participants and other stakeholders.

This Policy is not intended to be contractual in nature.

DEFINITIONS

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not. *Personal information* may include name, address, date of birth, contact details, employer and position and less obvious data such as metadata, behavioural information and electronic identifiers.

Sensitive information is used to describe personal information relating to racial or ethnic origin, religious and philosophical beliefs, sexual preferences, political affiliations, disabilities, medical conditions, genetic and biometric data and any other information within the definition of "*sensitive information*" under the Act.

High-Risk Activities: Activities that significantly impact privacy, such as profiling, surveillance, automated decision-making, or large-scale handling of sensitive information.

Doxxing: is the act of publicly revealing or publishing private or identifying information about an individual without their consent, usually with the intent to cause harm, harassment, intimidation, or embarrassment.

POLICY

Research Australia recognises its responsibility to collect, manage, use and disclose personal information in accordance with the Privacy Act 1988 (Cth) (where applicable) and the Australian Privacy Principles.

Collection of information

Personal information will only be collected where reasonably necessary for Research Australia's functions or activities, or where required or authorised by law. Research Australia will take reasonable steps to ensure information is accurate, up to date and complete, and to notify individuals of the purpose and circumstances of collection, including through relevant collection notices.

Research Australia will collect sensitive information only where consent has been obtained and the collection is reasonably necessary for its functions or activities, or where another lawful exception applies.

The types of personal information that Research Australia collects and holds include, but are not limited to:

- Names, addresses, contact details, dates of birth, next of kin, superannuation, tax and banking information relating to our current and former employees as required by law;

- Metadata and log-in details when using company devices, networks, or applications.
- Records of email, internet and system access for security and compliance purposes.
- Names, contact details, employer, role and membership details of member representatives, advisory clients, research and health sector stakeholders, government contacts and suppliers;
- Such other information as may be provided clients or potential clients when participating in activities or accessing services provided by us.

We will collect personal information in several ways:

- Directly from you (e.g. recruitment applications, onboarding, payroll, training records).
- Automatically when you use our systems (e.g. metadata, login details, security monitoring).
- From third parties (e.g. referees, background checks, medical professionals, government agencies).

Accuracy of information

Employees have a responsibility to ensure that their personal details (e.g., address, contact numbers, emergency contact) remain up to date by advising their Manager and/or Payroll when changes occur.

It is important that employees make all reasonable efforts to ensure that information on file is accurate, up to date, complete and not misleading before relying on the information.

Security of information

Research Australia will ensure that personal information is protected by all reasonable safeguards against loss, unauthorised access, use, modification, disclosure or any other misuse.

Research Australia will apply appropriate technical and organisational security measures, including access controls, password protection and two-factor authentication (2FA), where supported by the relevant systems.

Personal information is mainly managed using SharePoint, Xero and HubSpot. Research Australia seeks to hold information in Australia where practicable, but storage and access locations, including those of third-party providers and their subcontractors, may vary.

Hard-copy personnel and other confidential records will be stored securely and accessible only to authorised personnel with a legitimate business need.

Electronic personal information will be accessible only to authorised users, with permissions appropriate to their responsibilities.

Research Australia will ensure that personal information is kept for no longer than is necessary for the purpose for which it may lawfully be used. Records will be disposed of securely and in accordance with any requirements for the retention and disposal of personal information.

Use and disclosure of personal information

Personal information collected and held by Research Australia will only be accessed and used by people employed or engaged by us as required in the fulfilment of their duties and in a manner consistent with the purposes notified at collection or otherwise permitted by law. This may include:

- Recruitment, onboarding, payroll, superannuation, tax and employment administration
- Workplace health and safety, injury management, and return-to-work programs
- Performance management, training, career development and workplace culture
- Meeting our legal obligations, including under Fair Work, WHS and Privacy laws
- Business operations, audits, and compliance with government or regulatory requirements

Employee records: Certain acts and practices relating directly to current or former employment relationships and employee records may fall within the employee records exemption under the Privacy Act. Research Australia will nevertheless apply appropriate confidentiality, security and records-management standards to employee information.

Information may also be disclosed in the following instances:

- With the individual's written consent, or
- To reduce or avoid a threat to an individual's life, health or safety or a serious threat to the public health and safety, or
- When the use or disclosure is required or is specifically authorised by law, or
- If the individual is reasonably suspected of being engaged in current or past unlawful activity, and the personal information is disclosed as a necessary part of the investigation or reporting the matter; or
- As required by law to government departments and statutory bodies.

Research Australia will take reasonable steps to ensure third-party service providers handling personal information provide appropriate privacy and security protections. Information may be used to administer membership, deliver services and events, communicate with stakeholders and undertake relevant marketing in accordance with applicable law and individual preferences. Research Australia will not sell personal information.

Privacy Impact Assessments

For high-risk data handling - such as biometric systems, AI decision tools, or large-scale sensitive data use - we will conduct a Privacy Impact Assessment to evaluate and mitigate risks.

Doxxing and Workplace Surveillance

Research Australia prohibits doxxing (publishing private identifying information with intent to harass or cause harm).

Access to records

Requests to access or correct personal information may be directed to Nadia Levin, CEO & Managing Director. Research Australia will respond within a reasonable timeframe (typically within 5 business days) and in accordance with applicable legal requirements. Where access or correction is refused, reasons and available complaint options will be provided where required by law.

Questions/Breaches

Questions or privacy complaints may be directed to Nadia Levin, CEO & Managing Director, Nadia.levin@researchaustralia.org or a delegated officer. Research Australia will assess and respond to complaints within a reasonable timeframe.

VARIATION AND REVIEW

Research Australia reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every 2 years.