

PRIVACY POLICY

University policy

The Griffith School of Anatomy Privacy procedures are based on the Griffith University Privacy Plan which has been developed in accordance with the Queensland Government Information Standard 'Queensland Privacy' ([IS42](#)) that provides 11 Information Privacy Principles (see 3.1 in [IS42for IPPs](#)).

The overall responsibility for privacy in the University resides with the Vice Chancellor and President. The responsibility for day to day management has been delegated to the Pro Vice Chancellor (Administration). The Pro Vice Chancellor (Administration) as Privacy Contact Officer is the first point of contact for members of the campus community and the public on privacy matters including general information, requests to access and/or amend personal information, and for internal review and resolution of complaints.

The definition of personal information is very broad. However, IS42 does not apply where there is a statutory basis for the collection, storage, use and disclosure of personal information and where the personal information concerns a deceased person.

General aspects of the Queensland legislation of relevance to the School of Anatomy and with which the School of Anatomy undertakes to comply:

- Personal information held by Queensland agencies must be responsibly and transparently collected and managed;
- Personal information must be stored securely and protected from loss;
- Unauthorised access, use, modification, disclosure and misuse must be prevented;
- Personal information must only be used for the purpose for which it was collected and personal information may only be disclosed if the individual concerned is aware of, or has consented to that disclosure;
- However, personal information may be disclosed if it is authorised by law or if it is necessary for certain types of law enforcement or to protect against a serious and imminent threat to a person's life or health.

Procedure to gain access to personal information

Individuals can obtain information about personal information which the School of Anatomy holds about them, and can request access to that information by contacting the Head, School of Anatomy, Gold Coast campus, Griffith University, Qld 4222 or the Privacy Contact Officer, Office of the Pro Vice Chancellor (Administration), Griffith University, Nathan Qld 4111. Individuals can also contact that person to request an amendment to the personal information held by the University about them, or to request an internal review of a decision made in response to a request for access or amendment. Requests may be made by letter or by e-mail.

Review procedure

If an individual believes that their personal information has not been dealt with in accordance with an IPP they may make a complaint to the Privacy Contact Officer, Office of the Pro-Vice Chancellor (Administration), Griffith University, Nathan Qld 4111. Requests must be made in writing and must be made within six months from the date when the breach was suspected to have occurred. Requests will be accepted via e-mail or by letter.

Requests will be acknowledged in writing within 14 days from the date on which the application was received, and the University will process the request within 60 days from the date on which the application was received. Applicants will be advised in writing of the University's decision.

If an applicant does not agree with the University's decision they may request an internal review by writing to the Vice Chancellor and President. The Vice Chancellor and President will arrange for an internal review to be carried out by a senior officer who has not previously been involved in the matter. This will be done within 45 days. The applicant will receive a response in writing.