

## Privacy Policy

The following Privacy Policy outlines how personal information is managed through Menzies MS Health Economics Simulation Model.

### What is personal information?

Personal Information is any information where your identity is reasonably ascertainable. This definition includes a broad range of information such as your name, email address, photo, telephone number, video or comments from an interview and often depends on the context and circumstances (referred to on this website as “information”). If you are in the European Economic Zone, this will also include all personal data defined in the GDPR.

### How do we keep and store your information?

The University is committed to keeping your information secure in accordance with the privacy legislation and our Data and Information Governance Policy. As custodians of your information, the University uses a combination of technical solutions, security and access controls, and internal processes to help us protect your information and our network from unauthorised access, misuse and unintentional disclosure.

We hold information in electronic and paper-based records management systems or appropriate business systems and repositories. We take all reasonable steps to ensure that the information we hold is protected from misuse, loss, unauthorised access or disclosure. We will retain your personal information in accordance with the Data and Information Governance Policy.

Your information will also be held in externally hosted applications. Some of these applications are located outside of Tasmania, and others are also hosted outside of Australia. As a result, your information will be transferred outside of Tasmania (but within Australia) or outside of Australia. The University will ensure that any organisation which hosts or keeps your information for us will be required to maintain the same privacy safeguards which the University maintains.

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

The University takes reasonable steps to ensure that the information we collect, use and disclose is accurate, complete and up to date. To ensure the quality and accuracy of the information that we hold, we expect you to update your information when your details change.

To access the information the University holds about you, please contact: [MSRF.Enquiries@utas.edu.au](mailto:MSRF.Enquiries@utas.edu.au)

### What information do we collect?

The University collects personal information from you for a number of purposes, which are explained in further detail below. The personal information is any information which identifies you and includes Your name, position, place of employment or affiliated research organisation provided by you in the application form.

### Why do we collect the information?

We collect your personal information for the following purposes:

- providing you access to the Menzies MS Health Economics Simulation Model;
- to identify you or verify your authority to access the account;
- to establish and maintain your account;

- to answer your enquiries and to provide information to you about Menzies MS Health Economics Simulation Model;
- to perform administrative functions and for other internal purposes;
- for information technology maintenance and development;
- to investigate and resolve complaints relating to Menzies MS Health Economics Simulation Model; or
- to comply with any law or legislative requirements.

### **How do we collect your information**

The University will collect your information directly from you during the application process and throughout your time as a user of the Menzies MS Health Economics Simulation Model.

### **How do we use your information?**

We will only use your information:

- for the purposes for which it was collected;
- for a directly related purpose;
- when we have the appropriate consent to do so; or
- as otherwise required, permitted or authorised by law such as for reporting purposes to the Commonwealth, State Departments and other statutory bodies.

### **Who do we disclose your information to?**

The University may disclose your information, only to the extent necessary, to:

- our contracted services providers, such as mailing houses, logistics, IT providers, lawyers, consultants and other professional advisors;
- our contracted and professional services providers the University may enter into arrangements with which may provide a service to you (including Intuit Technologies Pty Ltd);
- professional registration bodies;
- external research funding bodies and partners, to fulfil research reporting requirements; and
- as otherwise required by law.

### **Automated collection of information**

When you visit a University of Tasmania website, the web server automatically records your visit and logs the following information the:

- browser's internet address;
- visitor's domain name;
- date and time of the visit;
- pages accessed and documents downloaded;
- previous site visited; and
- type of browser used.

The University's websites also use first-party cookie-based technologies such as Google Analytics to autonomously record statistics and information about the:

- Internet Protocol (IP) address number that is assigned by the visitor's Internet Service Provider (ISP);
- name of the ISP;
- visitor's connection speed;
- geographical region (city, state, country);
- date and time of the visit;
- pages accessed and documents downloaded;
- referral site and page visited; and
- type and version of browser used.

Additional information collected may include usernames (account names), however this is only for sites that use an HTTP authentication.

### **Cookies**

Further to the above, the University may collect information through cookies to be used for marketing, audit, statistical and security purposes as well as to provide and improve its website services.

In some instances, the University may provide de-identified data to third parties on a project basis for the purposes of developing a better website and improved user experience based on data analysis. Note that if you choose to block the installation of cookies, you may not be able to access some of the University's pages without re-authenticating on each site.

### **Are you in the European Union?**

As provided for in the General Data Protection Regulation (GDPR), you have the right:

- to access your data; to correct or rectify your data;
- to delete your data subject to applicable law;
- to have your data processed only in accordance with applicable law;
- to have copies of your data to be moved to another controller;
- to object to our processing your data otherwise than in accordance with the law; and
- to withdraw any consent to our processing your data at any time.

Please contact our Data Protection Officer to exercise these rights.

Email:

[Legal.Office@utas.edu.au](mailto:Legal.Office@utas.edu.au)

Mail:

Privacy Officer and Data Protection Officer  
University of Tasmania  
Private Bag 42  
Hobart TAS 7000

### **How can you make a complaint?**

If you feel that the University has not acted in accordance with the Privacy Policy you may make a complaint in writing or by email to the General Counsel, who is also the University's Privacy Officer and Data Protection Officer.

### **Legal Services**

Division of the Chief Operating Officer  
Private Bag 42, Hobart TAS 7001  
2nd Floor, Corporate Services Building  
TT Flynn Street, Sandy Bay TAS 7005  
Email: [Legal.Office@utas.edu.au](mailto:Legal.Office@utas.edu.au)  
Phone: [+61 3 6226 5536](tel:+61362265536)

The University will investigate any enquiry or complaint within a reasonable time and notify the complainant of a decision in writing (usually within 30 days from the date on which the complaint was received).

### **The Tasmanian Ombudsman**

If you are not satisfied with the response from the General Counsel a complaint can be made to the Tasmanian Ombudsman.

Phone: [1800 001 170](tel:1800001170)

Email: [ombudsman@ombudsman.tas.gov.au](mailto:ombudsman@ombudsman.tas.gov.au)

Postal: GPO Box 960, Hobart TAS 7001

Website: [www.ombudsman.tas.gov.au](http://www.ombudsman.tas.gov.au)

**The Office of the Australian Information Commissioner**

If the complaint relates to the use of an individual's personal information in relation to a contract between the University and the Commonwealth Government or, if there is a Commonwealth link or Commonwealth agency involved, the complaint can be made to the Office of the Australian Information Commissioner.

Email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

Post: GPO Box 5218, Sydney NSW 2001

Phone: [+61 2 9284 9666](tel:+61292849666)

Fax: +61 2 9284 9666

Website: [www.oaic.gov.au](http://www.oaic.gov.au)

If the complainant is a data subject in the EEA and the complaint relates to the handling of personal data by the University, the complainant may also make a complaint to an appropriate supervisory authority (within the meaning of the GDPR) of an EEA country.

Refer to the contact details of [supervisory authorities in the European Union](#).