

Privacy Policy

DOCUMENT CONTROL INFORMATION

Document Name:	Privacy Policy		
ID:	O-PO-02-2		
Associated Documents	Media Relations and Spokespersons Policy Social Media Policy Staff Code of Conduct Policy Complaints Handling Policy		
Category:	Operations		
Adoption Date	9 November 2018		
Version:	2		
Policy Owner	CEO		
Authors:	Operations Manager and Communications Manager		
Scope:	Staff (employees and contractors)	Officers (including Board Directors and Committee members)	CRC HPS project personnel, partners, and participating research providers, third parties and students
Revision	As required		
Available to Public	Yes		
Internal	Staff	Program Leaders	Board

1. Context

The CRC for High Performance Soils (CRC HPS) is committed to protecting the privacy of personal information which the organisation collects, holds, and administers. Personal information is information which directly or indirectly identifies a person.

2. Purpose

The purpose of this policy is to outline how the CRC HPS manages the collection, quality, security, use and disclosure of personal information.

3. Scope

This policy is applicable to the following person(s):

- CRC HPS staff (employees and contractors)
- CRC HPS officers (including Directors and Program Leaders)
- CRC HPS project leaders and project teams
- CRC HPS students and their supervisors
- CRC HPS Participants
- Third Parties involved in CRC HPS projects.

4. Responsibilities

The CRC HPS Board, advised by its Audit and Risk Management Committee, is responsible for developing, and reviewing this policy.

The CRC HPS's CEO is responsible for the implementation of this policy, for monitoring changes in privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

5. Policy

5.1 Introduction

As the CRC HPS respects the privacy of its partners and stakeholders, it has adopted the National Privacy Principles (NPPs) contained in the Privacy Act 1988 (Commonwealth) (Privacy Act).

From 21 December 2001, the NPPs govern the way in which private sector organisations collect, use, disclose, store, secure and dispose of your Personal Information.

The Australian Privacy Principles may be obtained from the website of The Office of the Federal Privacy Commissioner at www.privacy.gov.au.

5.2 Definition of personal information

The CRC HPS recognises that the laws apply to all information that relates to a person and covers personal information that is inferred or generated by an organisation. Therefore, not just information "about" a person.

5.3 CRC HPS obligations

The CRC HPS recognises its obligations to:

- address the use of personal information to influence an individuals' behaviour and decisions and/or in automated decision-making.
- identify third parties involved in the provision of online marketing materials; and
- specifically identify the types of personal information that may be disclosed to recipients outside Australia.

5.4 Consent

The CRC HPS acknowledges that:

- consent must be voluntary, informed, current, specific and an unambiguous indication through clear actions. Individuals can generally give consent on their own behalf from when they are 16 years old, and otherwise consent is required to be given by a child's parent or guardian.

5.5 Collection

The CRC HPS will:

- Only collect information that is necessary for the performance and primary function of the CRC HPS.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.
- Collect personal information from the person themselves wherever possible.
- If collecting personal information from a third party, be able to advise the person whom the information concerns, from whom their personal information has been collected.
- Collect sensitive information only with the person's consent. (Sensitive information includes health information and information about religious beliefs, race, gender and others).
- Determine, where unsolicited information is received, whether the personal information could have been collected in the usual way, and then if it could have, it will be treated normally. (If it could not have been, it must be destroyed, and the person whose personal

information has been destroyed will be notified about the receipt and destruction of their personal information).

5.6 Collection notice obligations

The CRC HPS commits to increase the prominence and usefulness of collection notices, including that:

- notices must be clear, current, and understandable.
- notices must expressly address any indirect collection of personal information (not from the individual), including the entity from whom it was collected.
- significantly narrowing the circumstances where an organisation cannot give a collection notice (meaning we can expect a proliferation of these notices in the future); and
- notices must expressly identify the primary purpose of collection, including where that purpose is to influence an individuals' behaviour and decisions.

5.7 Use and Disclosure

The CRC HPS will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, the CRC HPS will obtain consent from the affected person.
- In relation to a secondary purpose, use or disclose the personal information only where:
 - a secondary purpose is related to the primary purpose and the individual would reasonably have expected us to use it for purposes; or
 - the person has consented; or
 - certain other legal reasons exist, or disclosure is required to prevent serious and imminent threat to life, health or safety.
- In relation to personal information which has been collected from a person, use the personal information for direct marketing, where that person would reasonably expect it to be used for this purpose, and the CRC HPS has provided an opt-out and the opt-out has not been taken up.
- In relation to personal information which has been collected other than from the person themselves, only use the personal information for direct marketing if the person whose personal information has been collected has consented (and they have not taken up the opt-out).
- State whether the information is sent overseas and will ensure that any overseas providers of services are as compliant with privacy as the CRC HPS is required to be.
- Provide all individuals' access to personal information except where it is a threat to life or health or it is authorized by law to refuse and, if a person is able to establish that the personal information is not accurate, then the CRC HPS must take steps to correct it. The CRC HPS may allow a person to attach a statement to their information if the CRC HPS disagrees it is inaccurate.
- Where for a legal or other reason we are not required to provide a person with access to the information, consider whether a mutually agreed intermediary would allow sufficient access to meet the needs of both parties.
- Make no charge for making a request for personal information, correcting the information or associating a statement regarding accuracy with the personal information.

5.8 Storage

The CRC HPS will:

- Store personal information securely, protecting it from unauthorised access
- Provide stakeholders with access to their own information, and the right to seek its correction.
- Implement and maintain steps to ensure that personal information is protected from misuse and loss, unauthorized access, interference, unauthorised modification or disclosure.
- Before the CRC HPS discloses any personal information to an overseas recipient including a provider of IT services such as servers or cloud services, establish that they are privacy compliant. The CRC HPS will have systems which provide sufficient security.
- Ensure that the CRC HPS's data is up to date, accurate and complete.

5.9 Destruction and de-identification

The CRC HPS will:

- Destroy personal information once is not required to be kept for the purpose for which it was collected, including from decommissioned laptops and mobile phones.
- Change information to a pseudonym or treat it anonymously if required by the person whose information the CRC HPS holds and will not use any government related identifiers unless they are reasonably necessary for our functions.

5.10 Data Quality

The CRC HPS will:

- Take reasonable steps to ensure the information the CRC HPS collects is accurate, complete, up to date, and relevant to the functions we perform.

5.11 Data Security and Retention

The CRC HPS will:

- Destroy records in accordance with the CRC HPS's Records Management Policy.

5.12 Openness

The CRC HPS will:

- Ensure stakeholders are aware of the CRC HPS's Privacy Policy and its purposes.
- Make this information freely available upon request.

5.13 Access and Correction

The CRC HPS will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

5.14 Anonymity

- Allow people from whom the personal information is being collected to not identify themselves or use a pseudonym unless it is impracticable to deal with them on this basis.

5.15 Making information available to other organisations

The CRC HPS can:

- Release information to third parties where it is requested by the person concerned or where there is a statutory requirement to do so.

6. Review of the Policy

The policy is to be periodically reviewed as and when required.

7. Breaches of the Policy

As identified, all breaches should be immediately reported to the CRC HPS CEO.

Depending on the consequences, breaches of this policy will be referred to the CEO and the Board and appropriate action will be taken.

8. Publication of the Policy

Upon request, this policy is to be made available on the CRC HPS stakeholders.

9. Policy Owner

The policy owner is the CEO. Questions regarding this policy should be directed to the policy owner.

10. Variances

This document consolidates and replaces O.PO.02-1 Privacy Policy. 11. Appendices

1. Privacy Policy – For External Use/Privacy Act Compliance

12. Related Legislation and Documents

1. Privacy Act 1988 (Commonwealth) (Privacy Act).
2. Freedom of Information Act 1982 (Cth) (FOI Act),

13. Approvals and Revision Details

Approval and Review		Details		
Approval Authority		CRC HPS Board of Directors (BoD)		
Advisory Committee to Approval Authority		Audit and Risk management Committee (ARMC)		
Administrator		Chief Executive Officer		
Original Approval Authority and Date		CRC HPS BoD 29 August 2019		
Next Review Date		xxxx		
Notes		This document consolidates and replaces O.PO.02-1 Privacy Policy.		
Approval and Amendment History Details				
Revision Date	Version No.	Reason	Amendment Authority	Review Date
Not Applicable	1	Original issue approved by Board	CRC HPS Board	9 November 2018
22 April 2022	2	Review as scheduled biennially. This document consolidates and replaces O.PO.02-1 Privacy Policy.	ARMC	12 May 2022
12 Feb 2025		Appendix 1 updated		

APPENDIX 1: Privacy Policy – For External Use/Privacy Act Compliance

CRC HPS Website Privacy Statement

The CRC for High Performance Soils (Soil CRC) is committed to protecting your privacy and complies with applicable privacy laws, including the Privacy Act. The Privacy Act regulates the collection, use, disclosure, storage, and security of personal information by government agencies and private organisations.

A copy of our Privacy Policy is available here. *[Link to Privacy Policy]*

When using our website, please note:

- We collect personal information in response to your request for information and to provide details on related events and activities. Personal information refers to any information that directly or indirectly identifies a person.
- Any personal information you provide is securely stored by the Soil CRC and will not be disclosed to outside parties, either domestic or international.
- To improve your experience on our website, we may use cookies (small text files created and stored on your hard drive by your internet browser software, to hold relevant information about the website you are viewing). You may refuse the use of cookies by selecting the appropriate settings in your browser. Please note that if you do this, you may not experience the full functionality of this website.
- Our site uses Google Analytics to help us understand website traffic and webpage usage. Google Analytics does not identify individual users or associate your IP address with any other data held by Google. You can opt out of Google Analytics if you disable or refuse the cookie, disable JavaScript, or [use the opt-out service provided by Google](#).
- Our website contains links or references to other websites or organisations. We are not responsible for the privacy practices or content of the linked websites.
- You can request access to your personal information by contacting us at enquiries@soilcrc.com.au
- We will assume your consent to the use and access of your personal information unless you contact us at enquiries@soilcrc.com.au to request otherwise.
- Individuals may lodge a complaint if they believe their information has been mishandled under the Australian Privacy Principles, via our Complaints Handling Policy. *[Link to Complaints Handling Policy]*