



## Research officer – personal information collection notice

22 May 2024

We, the Department of Health and Aged Care (**the Department**), run the National Occupational Respiratory Disease Registry (**National Registry**) for the Commonwealth Government.

The National Registry holds details on individuals with a work related respiratory disease. The main purpose of the National Registry is to prevent further worker exposure to hazardous agents that cause occupational respiratory diseases. Hazardous agents include dusts, gases, fumes, vapours, mists, fungi and fibres.

By signing the consent form below, you are agreeing to the Department collecting your personal information from you or from your employer.

This notice deals with how the Department will handle your personal information. The law provides protections on the collection, use and sharing of your personal information. The legal protections include the *Privacy Act 1988* (**Privacy Act**) and the Australian Privacy Principles (**APPs**).

### Why is my personal information needed?

We collect personal information under the *National Occupational Respiratory Disease Registry Act 2023* about people that access information from the National Registry.

### What personal information do we need?

We need the following personal information about you:

- your name, address and contact details, and
- the name and contact details for your organisation.

### Who will we share your information with?

We share your personal information with:

- your organisation,
- physicians who are treating patients who may be appropriate candidates for your clinical research,
- the Department's subcontractors that work on the National Registry, or
- where authorised or required by law.

We collect and use your personal information in the course of administering the National Registry. This includes assessing if your application to undertake research using information from the National Registry is for a valid purpose.

We are unlikely to share your personal information outside of Australia.

## What happens if I don't provide my personal information?

If you do not supply your personal information the department will be unable to provide you with access to information from the National Registry.

## How safe will my information be?

Under the Privacy Act, we must take reasonable steps to protect your personal information, including the secure storage of your personal information.

## How can I correct my personal information?

If you require assistance correcting your personal information please contact the National Registry help desk at 1300 293 202 or [helpdesk@NORDR.au](mailto:helpdesk@NORDR.au).

## Our privacy policy

You can get more information about the handling of your personal information on our website using the link <https://www.health.gov.au/resources/publications/privacy-policy>. Our privacy policy includes information on how to access your personal information.

If you wish to complain about the handling of your personal information you can also contact the Department directly:

- by telephone: 02 6289 1555 or freecall 1800 020 103, or
- you can email us: [privacy@health.gov.au](mailto:privacy@health.gov.au).

## Consent

**I consent to** *(please check the box to give your consent)*

- ☐ *the Department collecting my personal information from me or my employer for the purposes set out in the above collection notice.*

.....  
SIGNATURE

.....  
FULL NAME

.....  
DATE SIGNED

**After signing, please return this form to the Department.**