

## AINSE Limited - Privacy Policy

This Privacy Policy describes how AINSE Limited (ABN 133 225 331) - the Australian Institute of Nuclear Science and Engineering (**AINSE, we, us or our**) complies with the *Privacy Act 1988 (Act)*, including the Australian Privacy Principles (**APPs**) and any other applicable Australian privacy laws.

This Privacy Policy describes how we collect, hold, use and disclose personal information, as well as how you can access the personal information we hold about you, and make a privacy related complaint.

### Information that is collected

AINSE only collects and holds personal information (including sensitive information) that is required for a particular activity or to improve reporting of user demographic. It is not our intention to capture personal information without a genuine purpose. The personal information we collect about you may include your:

- name;
- date of birth;
- contact details;
- nationality;
- educational qualifications;
- employment history;
- bank account and credit card details; and
- professional, trade or union membership details.

We may collect additional personal information about you in connection with our services to the Australian Nuclear Science and Technology Organisation (**ANSTO**), which is set out in more detail below.

### How AINSE collects information

AINSE collects information, including personal information in a variety of ways including:

- when you communicate with us, such as by email or telephone;
- when you use the AINSE website, [www.ainse.edu.au](http://www.ainse.edu.au) (**Website**) or our social media pages;
- via the AINSE online database accessed through the Website;
- via application forms;
- when you make payments to AINSE;
- in person in a meeting or interview scenario; and
- when you supply us with copies of documents containing personal information.

AINSE will generally collect personal information directly from you. However, sometimes we may need to collect personal information from other sources such as from third parties (for example in a funding application form or in relation to background checks, where relevant) and public records.

### Why does AINSE collect, use, hold and disclose your personal information?

We collect, use, hold and disclose your personal information as necessary for purposes directly related to our functions and activities, including:

Type of service	Purpose of collection	Disclosure
Funding applications	AINSE collects personal information relevant to specific applications for funding. This data is then used for the purpose of determining the merit and ultimate success of an application.	All relevant personal information is disclosed to relevant individuals within AINSE or external to AINSE to review.
Security applications	AINSE collects personal information on behalf of ANSTO to assess security pass applications.  The types of additional personal information collected for this purpose include information contained in official documents, such as birth, marriage, citizenship or naturalisation certificates, drivers licences, passports and visas as well as proof of address, residential address history, employment history, criminal record information	This information is then disclosed to ANSTO.
Travel applications	AINSE collects personal information for the assessment of travel scholarship applications and to book travel arrangements for individuals.	AINSE discloses all relevant personal information to the relevant service provider, such as an individual's full name and, if relevant, any relevant frequent flyer membership program number may be provided to an airline for the purpose of booking flights.
Inquiries or complaints	AINSE collects personal information in order to respond to inquiries or complaints.	

We may also provide your information to others, if required or permitted to do so by law, in accordance with the APPs.

We will only disclose your personal information:

- with your consent; or
- for a purpose which you would reasonably expect; or
- as required or permitted by law; or
- in accordance with this Privacy Policy.

### **What happens if you do not provide your personal information to us?**

If you do not provide personal information that we request in connection with our activities, we may not be able to provide our services to you. For example, if you do not provide your name, contact details and supporting documentation to us, we will not be able to process a travel scholarship application.

### **Do we use cookies or other web tracking systems?**

We may track traffic patterns throughout the URL registered to us.

We may use "cookies" on our Website. A "cookie" is a small amount of information which is transferred to the hard drive of your computer and which can identify your web browser, but not you. If you want, you can disable your web browser from accepting cookies. If you do so, you can still access our Website, but not all services may be available.

We may automatically collect general statistical information on our Website about visitors to our Website, such as IP addresses, browsers used, dates visited, pages visited and number of visitors.

However, such information does not refer to individuals by name or their contact details. If we collect such data, we would use it in aggregate to improve our Website. We may provide such aggregated data to third parties, but in so doing, we do not provide personal information without the individual's consent.

We may use third party providers to provide us with web analytics services. These providers collect information on how individuals use our Website. These providers may use cookies and other technology such as clear gifs or web beacons.

## How AINSE stores personal information

AINSE stores all electronic data, including personal information, on the ANSTO secure network and stores all physical data within a secure office. Whilst AINSE takes all reasonable steps to ensure data is secure, it must be noted there are risks to data storage both in a physical and an electronic environment.

Internal staff access to personal information is limited to those requiring access to the specific data to fulfil workplace tasks. In addition, only authorised personnel have access to personal information. AINSE personnel have agreed to ensure they comply with this Privacy Policy and to take reasonable steps to keep information secure.

## Disclosure of personal information overseas

We may disclose personal information overseas from time to time. For example:

- we may disclose your personal information to a third party overseas in order to finalise your travel arrangements or in connection with a funding application; or
- we may disclose personal information contained in funding or other applications to representatives of our review committees who are based overseas, in countries such as New Zealand and France.

## Dealing with us anonymously or using a pseudonym

You may deal with us on an anonymous basis or by using a pseudonym when you make general inquiries by telephone and do not require a further response from us. However, we may need certain contact details from you to respond to inquiries.

Generally, we will require your personal information in order to transact with you.

## Access and Correction of your Personal Information

You may seek to access or correct your personal information at any time by contacting the Privacy Officer by email at [ainse@ainse.edu.au](mailto:ainse@ainse.edu.au) or by mail to:

Privacy Officer  
The Australian Institute of Nuclear Science and Engineering – AINSE Limited  
New Illawarra Road  
Lucas Heights NSW 2234

If we do not agree to provide you with access to your personal information or to amend or annotate the information we hold about you, you may seek a review of our decision.

If we do not agree to make the requested changes to your personal information, you may make a statement about the requested changes and we will attach it to your record.

## Complaints

If you wish to make a privacy related complaint, please contact us in writing to:

Privacy Officer,  
The Australian Institute of Nuclear Science and Engineering – AINSE Limited,  
New Illawarra Road,  
Lucas Heights, NSW, 2234.

Your complaint will be reviewed and we will provide you with a response within 30 days. If you are not satisfied with that response you may then refer your complaint to the Office of the Australian Information Commissioner. The Commissioner's office can be contacted by phone on 1300 363 992, by email on [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au) or by writing to:

The Office of the Australian Information Commissioner  
GPO Box 5218  
Sydney NSW 2001

For more information about making a complaint, contact us at [ainse@ainse.edu.au](mailto:ainse@ainse.edu.au)

The entire text of the APPs is available online at [www.oaic.gov.au](http://www.oaic.gov.au)

## Contact Details

**Email:** [ainse@ainse.edu.au](mailto:ainse@ainse.edu.au)

**Phone:** 02 9717 3376

**Post:** Locked Bag 2001, Kirrawee DC NSW 2232 Australia

The Australian Institute of Nuclear Science and Engineering – AINSE Limited  
New Illawarra Road  
Lucas Heights NSW 2234

## Amendments

We may amend this Privacy Policy at any time. Amendments to this Privacy Policy will be posted on our Website and will be effective when posted. Please check our Privacy Policy regularly for updates and amendments.

\*As amended 9 March 2017