**The GERIATRIC ANXIETY INVENTORY (“gai”)**

**Privacy POLICY**

This document is the GAI team’s Australian Privacy Principle (APP) privacy policy; it explains how the GAI team approaches privacy and the management of your personal information. Please contact the Privacy Officer (details below) if you require any further information regarding our Privacy Notice.

The GAI team is subject to the *Privacy Act 1988* (Cth), including the Australian Privacy Principles (APPs) (privacy laws).

In this privacy policy, “we” and “us” refer to the GAI Team, and “our” has a similar meaning. “Website” means the website located at http://gai.net.au/.

The GAI team takes its responsibility to protect personal information seriously. This Privacy Policy sets out how we collect, hold, use and disclose information about individuals.

## Purpose of this Policy

Your privacy is important to the GAI team. We treat all personal information collected by us in accordance with this Privacy Policy. We may vary this Policy from time to time.

## Personal Information Collected by The GAI Team

During the course of conducting its operations, the GAI Team may collect personal information. Personal information is information or an opinion about an individual whose identity is apparent or can be reasonably ascertained from that information. The GAI Team collects a wide variety of personal information that is reasonably necessary for the purposes of conducting its business. This personal information includes information about individuals who:

* conduct business or intend to conduct business with The GAI Team, including past, present and prospective licensees and research partners;
* are business partners or suppliers, or part of such organisations, including external advisers and sub-consultants;
* are reasearchers or students in volved in research associated with The GAI Team research projects, consulting projects or commercialisation projects;
* otherwise have some contact with The GAI Team.

Personal information collected by The GAI Team includes:

* contact details;
* transactional information;
* financial information;
* marketing information;

This personal information is collected in a variety of ways, such as by mail, telephone, email, internet

and intranet access, personal contact, and through business activities and events.

Google Analytics - GAI uses Google Analytics to gather statistics about how our web content is used, and statistics about our visitors such as their browsers and geographic location. We do not collect personal information by such methods; only aggregate data is used. We then use the information to compile reports and to help us improve our site.

The information collected may include:

• how visitors arrived at our pages (e.g. directly from a bookmark or typing in an address; from a search engine; linked from another page)

• which pages are viewed and for how long, including the viewing time and date

• the general geographical locations of visitors (as indicated by the network or internet service provider they use) and the speed of their internet connections

• technical information about the computers or devices used to browse pages, including the operating systems, browsers, plug-ins, screen types and default languages.

Google Analytics collects information anonymously. It reports website trends without identifying individual visitors. You can opt out of Google Analytics without affecting how you visit our site.

To opt out of analytics, you can [download a browser add-on from Google](https://tools.google.com/dlpage/gaoptout). Alternatively, you can set your browser to refuse or delete cookies from Google Analytics. Check your browser's help information to find out how.

User communications – When you send email or other communication to GAI, we may retain those communications in order to process your enquiries, respond to your requests and improve our services.

Other sites – This Privacy Policy applies to the GAI website. We do not exercise control over the sites displayed as external links from our site. These other sites may place their own cookies or other files on your computer, collect data or solicit personal information from you.

## Purposes for which the GAI TEAM Collects, Holds, Uses and Discloses Personal Information

We use an individual’s personal information for the purposes for which it was collected, or a purpose related to the purpose for which it was collected, and otherwise for internal management and related purposes, which include to promote and deliver services to organisations and individuals.

We may disclose personal information for the purposes for which it was collected, and for purposes related to the purposes for which it was collected, including:

* to any person where necessary in connection with our provision of our services;
* to external service providers so that they can provide financial, administrative or other services in connection with the operation of our business;
* as permitted under privacy laws; and
* with the individual’s consent or if the individual would reasonably expect that their information would be passed to the person to whom the personal information is disclosed.

Where practical to do so and permitted by law, you have the option of not identifying yourself or using a pseudonym, when dealing with The GAI Team in relation to a particular matter.

## Personal Information Held by The GAI Team

We take reasonable steps to protect all personal information which we hold (including your personal information) from misuse, interference, loss, unauthorised access, modification or disclosure.

We take reasonable steps to hold personal information securely in electronic or physical form.

These steps include password protection for electronic files, securing paper files in locked cabinets and physical access restrictions.

When no longer required, personal information is destroyed in a secure manner or deleted.

We also take steps to ensure that the personal information we collect is accurate, up-to-date and complete. These steps include maintaining and updating personal information when we are advised by individuals that their personal information has changed.

## disclosure of personal information to overseas recipients

The GAI Team may disclose personal information to outsourced information technology service providers, including cloud computing providers and data storage providers, based overseas primarily located in Japan and the United States of America.

The GAI Team will take reasonable steps to ensure such overseas recipients do not breach the APPs or are subject to laws or a scheme substantially similar to the APPs.

## How to access personal information about you

If you are an individual who has provided personal information to UniQuest, you may request access at any time to personal information we hold about you. You may request access by calling UniQuest on 07 3365 4037 and asking to speak with the Privacy Officer. Alternatively you may request access by emailing the Privacy Officer at [privacy@uniquest.com.au](mailto:privacy@uniquest.com.au). Depending upon the personal information you seek to access, you may be asked:

* to put your request in writing to verify your identity;
* to pay a reasonable charge to access personal information; and/or
* to provide further details to assist UniQuest in responding to your request in a timely manner.

We will respond to a request for access to personal information within a reasonable period after the request is made.

You may also request a correction be made to personal information about you held by UniQuest by contacting the Privacy Officer on 3365 4037 or [privacy@uniquest.com.au](mailto:privacy@uniquest.com.au).

You may also request a copy of this Privacy Policy from the Privacy Officer.

## HOW TO COMPLAIN ABOUT A BREACH OF THE APPs

If, at any time, you have a complaint against The GAI Team regarding the Privacy Policy, including a breach of the APPs, you may make a complaint to the Privacy Offfcer on 07 3365 4037 or [privacy@uniquest.com.au](mailto:privacy@uniquest.com.au). Complaints will be dealt with in confidence. We will endeavour to respond to your complaint within 30 days of the date of receipt of your complaint.

You may also make a complaint to the Office of the Australian Information Commissioner (OAIC) about the handling of your personal information. Information on making a privacy complaint can be found on their website at http://www.oaic.gov.au/privacy/making-a-privacy-complaint.

## FURTHER Information

For any further information about this policy please contact the Privacy Officer on 07 3365 4037 or privacy@uniquest.com.au or write to:

The Privacy Officer

UniQuest Pty Limited

Level 7, General Purpose South Blg

Staff House Road

University of Queensland

St Lucia 4072