**AusHSI Information Privacy and Security Statement**

The Australian Centre for Health Services Innovation (AusHSI) is committed to protecting the privacy of users of this web-site, and the confidentiality and security of any information that may be provided to us. This statement should be read in conjunction with the AusHSI website terms of use.

As AusHSI was established as a partnership between Queensland Health and the Queensland University of Technology (QUT), the management of information on this web-site by AusHSI staff complies with the Queensland Government’s [Information Privacy Act 2009](http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/I/InfoPrivA09.pdf)*.* QUT and AusHSI’s obligations under this Act are available at <http://www.governance.qut.edu.au/compliance/privacy/obligations.jsp>.

Administratively, AusHSI complies with the QUT Manual of Policy and Procedures, section F/6.2 which relates to information privacy and section F/6.1 which relates to information security. These documents can be found at <http://www.mopp.qut.edu.au/F/F_06_02.jsp> and <http://www.mopp.qut.edu.au/F/F_06_01.jsp>

**AusHSI Registration**

Registered users of the AusHSI website have access to more areas of the web-site than non- registered users. Registration is essential prior to applying for research funding.

Registration requires the provision of some limited personal information and email contact details. This information is protected by a user generated password, as is all further information about your research proposals and progress through the funding cycle. To increase security of personal information the system allows users to change their password at any time.

The AusHSI web-site administrator has access to registrants’ information only for administrative functions necessary to progress research funding applications and approvals. Your registration data will not be used to develop mailing lists, nor will it be disclosed to third parties, without your consent.

**Correspondence**

All correspondence regarding AusHSI research funding applications will be facilitated through the web-site. Email correspondence both to and from the AusHSI website will be treated as a public record and will be retained as required by the Public Record Act 2002.

**Confidentiality of Research Proposals**

All individuals who are involved in AusHSI business, including QUT staff and independent experts who assess research funding applications, are obliged to preserve the confidentiality of all intellectual property contained in the research proposals.

AusHSI may disclose information contained in a research proposal, or other information provided to AusHSI, to the extent that the information is:

* disclosed by AusHSI to its advisers (including external assessors), Management Committee and staff or other third parties in order to assess, evaluate or verify the accuracy or completeness of a research proposal;
* disclosed to the Australian Research Council (ARC)’s personnel to enable effective management or auditing of the ARC Linkage Projects scheme or any Funding Agreement;
* authorised or required by law to be disclosed;
* disclosed in accordance with any other provision of the Funding Policy or the Funding Agreement; *or*
* in the public domain.

The research proposals or information provided by applicants and others, and assessments provided by assessors or reviewers, are given and received in confidence. Research proposals or information will be treated as confidential material and will be used only for the purposes of AusHSI business. In order to preserve confidentiality, individuals should not discuss AusHSI business with any other parties at any stage, unless specifically authorised to do so by AusHSI.

It is unethical, and potentially unlawful, for individuals (such as external assessors) to use any intellectual property contained in research proposals or other information provided to them by AusHSI, for any purpose other than AusHSI business. To protect confidentiality, individuals must destroy all research proposals or information provided by AusHSI once the purposes for which it was provided have been fulfilled.

**Ownership and Protection of Intellectual Property**

AusHSI acknowledges that some research proposals submitted for funding may have potential commercial outcomes. AusHSI will not claim any rights to use or benefit from any intellectual property (IP) contained in research proposals that are submitted for funding but are not successful in obtaining funding. As a general precaution however, all applicants are advised to take appropriate action to protect their IP prior to submitting research proposals for funding.

 In the event that a research proposal is granted funding by AusHSI, AusHSI may request that the researcher(s) assign to AusHSI some or all of their interest in the intellectual property contained in the proposal or resulting project, in particular where the project has clear commercialisation potential or objectives.

The terms of any assignment of intellectual property from the researcher(s) to AusHSI will be agreed with the researcher(s) and will vary on a case by case basis. In general, the researcher(s) will share in net commercialisation revenues and observe obligations of confidentiality in relation to the project. Where the funded project involves the work of higher degree research (PhD of Masters) student, and a request for assignment of intellectual property to AusHSI is made, the student will not be unreasonably impeded in submitting a thesis for examination and completing the requirements for the award of their degree, and will retain copyright in their thesis.

**Access to Records**

AusHSI registrants have access to all information concerning them, including emails to and from AusHSI, research funding applications, and feedback, via login using their individual password. Registrants may access their own information only. The AusHSI web-site administrator also has access to this information and is bound by the Information Privacy Act 2009 (Qld), when accessing and using this information.