



Condensed Privacy Policy

Scope

This condensed Privacy Policy applies to personal information collected by the Organ and Tissue Authority (OTA). This document provides you with a succinct overview of how we handle your personal information.

Our [complete Privacy Policy](#) can be accessed on our website. Both this condensed Privacy Policy and the complete Privacy Policy were last updated in March 2014.

Personal Information Handling Practices

Collection

We usually collect information about individuals directly from those individuals or their authorised representative. We sometimes collect personal information from a third party or from a publicly available source, but only where the individual consented to such collection or would reasonably expect us to collect their personal information in this way or the collection is otherwise required or authorised by law.

We only collect personal information for purposes that are reasonably necessary for or directly related to one of our functions under the *Australian Organ and Tissue Donation and Transplantation Authority Act 2008* (<http://www.comlaw.gov.au/Details/C2008A00122>)

Use and disclosure

We only use and disclose your personal information for the particular purpose for which it was collected. We do not give personal information about an individual to other Government agencies, private sector organisations or anyone else for any other purpose unless one of the following applies:

- The individual has consented to the secondary use and disclosure;
- The individual would reasonably expect, or has been told, that information of that kind is usually passed to those individuals, bodies or agencies and the secondary purpose is related to the primary purpose of collection or in the case of sensitive information, the secondary purpose is directly related to the primary purpose of collection;
- The secondary use is otherwise required or authorised by or under an Australian law or court/tribunal order;
- A permitted general situation exists in relation to the secondary use or disclosure;
- A permitted health situation exists in relation to the secondary use or disclosure;
- It is reasonably necessary for one or more enforcement activities conducted by or on behalf of an enforcement body.

Data security

We take steps to protect the personal information we hold against loss, misuse, interference, and from unauthorised access, modification or disclosure. When the personal information we collect is no longer required, we destroy or delete it in a secure manner, in accordance with the OTA's Records Disposal Authority (<http://www.naa.gov.au/naaresources/ra/2012-00176080.pdf>)

Your choices

You can access the personal information that we hold about you and you can ask us to correct the personal information we hold about you. For more information see our complete Privacy Policy (hotlink) – “access and correction”

Our obligations

The OTA is bound by the Australian Privacy Principles (<http://www.oaic.gov.au/privacy/privacy-resources/privacy-fact-sheets/other/privacy-fact-sheet-17-australian-privacy-principles>) in the Privacy Act. For more information see our [complete Privacy Policy](#).

How to contact us

For further information contact us through our website (<http://www.donatelife.gov.au/organ-and-tissue-authority-ota>) or

Street address

Level 6, 221 London Circuit
Canberra ACT 2600

Postal address

PO Box 295 Civic Square
ACT 2608

Office hours

8:30am - 5:00pm weekdays

Phone (02) 6198 9800

Fax (02) 6198 9801

General Enquiries

For general enquiries, please email enquiries@donatelife.gov.au