****

**Privacy Collection Notice - Students**

**1.** **Who We Are**

The Council of the Queensland Institute of Medical Research, trading as QIMR Berghofer ("we," "us," or "our") is committed to protecting your privacy in accordance with the *Information Privacy Act 2009* (Qld). Our Privacy Policy contains further information about how we collect, use, store and disclose your Personal Information.

**2. Why We Collect Your Information**

QIMR Berghofer collects personal information from students to manage and facilitate your placement, coordinate with your educational institution, ensure compliance with legal and safety requirements, communicate with you about your placement, and support your learning experience.

**3. Types of Personal Information We Collect**

We may collect information such as your name, contact details, educational background, emergency contact information, immigration information, health and medical information relevant to your placement, and any other information necessary to support your placement and wellbeing.

**4. How We Collect Information**

Where possible, we collect personal information directly from you. We may also receive information from your educational institution or placement coordinator, with your consent or as permitted by law.

**5. Legal Basis for Processing**

We collect and use your information only where:

* You have given consent;
* It is necessary to fulfil a contract or legal obligation; or
* It is required for legitimate educational and organisational purposes.

**6. Disclosure of Information**

We may share your information with:

* Your educational institution or placement coordinator;
* Service providers assisting with placement administration (e.g., IT, security);
* Government authorities (if required by law);
* Other parties as necessary to support your placement and comply with legal obligations.

**7. Overseas Transfers**

We may disclose your personal information to overseas recipients, including where you are enrolled at an international university and disclosure is necessary to facilitate or otherwise administer your placement. Such disclosure will only occur where:

* We are satisfied on reasonable grounds that the recipient is subject to privacy obligations substantially similar to those under Queensland law; or
* Another permitted situation under the *Information Privacy Act 2009* (Qld) applies.

Before any disclosure, we will take reasonable steps to ensure your personal information will be handled in accordance with the Queensland Privacy Principles (QPPs), including by contract or other binding arrangement.

**8. Data Breach Notification**

In the event of a data breach likely to cause harm, we will notify you and the Queensland Office of the Information Commissioner (OIC) as required by law.

**9. Access and Correction**

You have the right to:

* Request access to your personal information;
* Correct inaccurate or incomplete details.
* Contact our Privacy Officer at PrivacyOfficer@qimrb.edu.au to exercise these rights.

**10. Complaints**

If you believe we’ve breached privacy laws, contact our Privacy Officer. You may also lodge a complaint with the Queensland OIC:

Office of the Information Commissioner

Website: www.oic.qld.gov.au

Phone: 07 3234 7373

**11. Consequences of Not Providing Information**

If you choose not to provide required information, we may be unable to facilitate your placement or ensure your safety and compliance with placement requirements.

**12. Retention Period**

We retain your information only for as long as necessary to fulfil the purposes outlined in this notice or as required by law.

**Contact Us**

For privacy related inquiries, contact PrivacyOfficer@qimrb.edu.au.

****

**Honours & Masters Student Admission Form**

Use this form to apply to undertake an Honours or Masters degree at QIMR Berghofer.

***Please fill this form out electronically, then send it to your QIMR Berghofer supervisor as a word document to fill in section 2. When you get it back from them, combine it with all supporting documents into ONE PDF and email to*** ***Graduateeducation@qimrberghofer.edu.au***

**Processing times for Institute admission:**

|  |  |
| --- | --- |
| Student is enrolled in a Queensland University | 3 weeks |
| Student is enrolled in an Overseas University | 6 weeks |

|  |
| --- |
| **Section 1: To be completed by student** |
| **Student Details** |
|  |  |  |  |
| Family name: |  | First Name: |  |
|  |  |  |  |
| Email Address: |  | Contact Number: |  |
|  |  |  |  |
| Are you an International student? (if yes, please provide University agreements, medical or travel insurance, visa) |  |
|  |  |  |  |
| Highest Awarded Degree: |  | University: |  |
|  |  |  |  |
| Date Awarded: |  |  |
|  |  |  |  |
| **Enrolment Details** |
| Project Title (compulsory): |
|       |
|  |  |  |  |
| Proposed Degree: |  | Enrolment: |  |
|  |  |  |  |
| University: |  | University School:  |  |
|  |  |  |  |
| Proposed Start Date at Institute: |       | Proposed End Date at Institute: |       |
|  |  |  |  |
| Attendance: (at the Institute) |  |  |  |
|  |  |  |  |
| QIMR Berghofer Supervisor: |  | Associate Supervisor 1: |  |
|  |  |  |  |
| Associate Supervisor 2: |  | Associate Supervisor 3: |  |
|  |  |  |
| **Checklist - Please tick**  |
| * Student IP Deed (compulsory)
 | **[ ]**  |
| * Academic Curriculum Vitae (compulsory)
 | **[ ]**  |
| * Project outline (compulsory)
 | **[ ]** (no more than 1 page in length) |
| * Drivers Licence or passport (compulsory for all students) & visa (if international student)
 | **[ ]**  |
| * Proof of university enrolment (compulsory)
 | **[ ]** (this must be provided before Institute induction) |
| * Proof of insurance for period of QIMR Berghofer visit (if applicable)
 | **[ ]**  |
| * Read the privacy collection notice document (compulsory)
 | **[ ]**  |
| **Additional Information:** |
|  |
|  |
| **Section 2: To be completed by Institute Supervisor (compulsory)** |
|  |
|  |
| Do you have ethics approval for this project? |  |
|  |  |
| Does this project need a MTA or DTA? |  |
|  |  |
| Are you offering financial support for this student? |  |
|  |  |
| If you selected yes to the above question, what is the Cost centre number? |  |
|  |  |
| Do you have the grants officer approval to use this cost centre for this purpose? (if yes, please provide the email correspondence separately) |  |

****

|  |  |
| --- | --- |
| Do you have a personal relationship with the prospective student or a co-supervisor that could create an actual, potential or perceived conflict of interest in your role as a supervisor (refer to the [Conflict of Interest Policy](https://intranet.qimrberghofer.edu.au/media/2wqjrmm2/conflict-of-interest_policy_council-approved_20240213.pdf) and [Procedure](https://intranet.qimrberghofer.edu.au/media/wvxj4y3r/conflict-of-interest-procedure_2024-02-20_dir_ceo_approved.pdf) for more information)? |  |

*(****If yes to the above****, you must formally register this conflict through the Institute’s COI system.  An approved conflict management plan must be in place before the student’s admission will proceed).*

Please note: Students with appointments less than 12 months will not be given a QIMR Berghofer email address. Institute correspondence will be transferred to a nominated email account during their appointment.