

Monocle Data Privacy and Data Handling Accord

Monocle data fully complies with the Privacy Act (1988), the Privacy and Personal Information Protection Act 1998 and National Statement on Ethical conduct in Human Research 2007 (updated May 2015).

1. Data collection

1.1. Monocle data will not collect personal information unless the information is necessary for one or more of its functions or activities as mandated by the terms of a service agreement. This information will only be collected with the explicit consent of the individual from/about whom such information is collected.

1.2. Monocle data will de-identify and anonymise all data before any collection can occur onsite and will not hold any personally identifiable data off-site.

1.3. Monocle data will always ensure that if there are circumstances wherein personal information is collected about an individual from the individual, it will take reasonable steps to ensure that the individual is aware of the following:

1.3.1. How to contact Monocle Data;

1.3.2. The fact that he or she is able to gain access to the information;

1.3.3. The purposes for which the information is collected;

1.3.4. The organisations (or the types of organisations) to which Monocle Data usually discloses information of that kind;

1.3.5. Any law that requires the particular information to be collected; and

1.3.6. The main consequences (if any) for the individual if all or part of the information is not provided.

1.4. If Monocle Data collects personal information about an individual from a third party, it will take reasonable steps to ensure that the individual is or has been made aware of the matters listed in subclause 1.3, except to the extent that making the individual aware of the matters would pose a serious threat to the life or health of any individual.

2. Use and disclosure

2.1. Monocle Data will not disclose any data, personally identifiable or otherwise to any external parties which are not privy to such data in the first place.

2.2. Monocle Data will not use any personally identifiable data in analysis whatsoever.

2.3. Monocle Data will not use or disclose any data whether collected and/or analysed for purposes which it was not explicitly mandated in the first place.

3. Data quality

3.1. Monocle data will take reasonable steps to make sure that the data it collects, uses or discloses is accurate, complete and up to date to the best of its ability.

4. Data security

4.1. Monocle Data will not store personally identifiable third party client data on its servers, premises and/or electronic devices whatsoever.

4.2. Monocle data will take reasonable steps to protect the data it holds from misuse and loss and from unauthorised access, modification or disclosure.

4.3. Monocle data will take reasonable steps to destroy or permanently delete information if it is no longer needed for any purpose for which the information was originally collected or analysed in the first place.

5. Openness and Access

5.1. Monocle Data will only give full access to all de-identified and anonymised data files it keeps on-site to contracted parties from which such data was obtained in the first place.

6. Identifiers, Anonymity and Sensitive Data

6.1. Monocle data will only collect, analyse and store data once it has been de-identified.

6.2. Monocle data will not use, adopt, collect and/or store any identifiers associated with any data.

6.3. Sensitive information includes information relating to health, racial or ethnic background, or criminal records. In cases where this information is collected it will be completely anonymised in order to prevent spontaneous re-identification.

7. Data Storage

7.1. All personally identified data will only be handled by client staff and will be stored on client servers according to client's protocols.

7.2. Monocle Data employees will only have access to de-identified data provided by the client. This de-identified data will be stored on Monocle Data servers and will only be accessed by employees approved to work upon the project.