

NTA PRIVACY POLICY ADDENDUM

1. Introduction

Neuroscience Trials Australia (**NTA**), a business within the Florey Institute of Neurosciences and Mental Health (**Florey**) is a clinical research organization focused on the management and monitoring of clinical trials. NTA works predominantly with public and private research units and Investigators who treat clinical trial participants with diseases or injuries that affect the brain or nervous system. The results of these clinical trials advance medical knowledge and may result in new treatments for injury and disease.

Your privacy is of utmost importance to NTA and your Personal Information is treated with care. This document is intended as a supplement to the Florey Privacy Policy and sets out, with respect to NTA specifically, what Personal Information NTA may collect from you and for what purpose. This document should be read in conjunction with the [Florey Privacy Policy](#).

2. What Personal Information is collected by NTA?

NTA collects Personal Information including sensitive information in the course of its general business activities. The Personal Information collected may include:

- **Client and vendor personnel information**

- First and last names of client and vendor personnel, role, address, email address, and phone number;
- Financial data, such as Client and Vendor Bank account details to fulfil contractual payments and invoicing;
- Survey data, for example data completed during a vendor survey; and
- Contact details left on the NTA website to address an enquiry.

- **Clinical trial site personnel information**

- Details of clinical trial site personnel, including: first and last names, addresses, phone numbers, email address, place of work, qualifications;
- Personal Information included within curriculum vitae, training certificates, or publications; and
- Affiliations with clinical networks, clinical trial metrics, details about equipment, clinical trial experience and past trial metrics (which may also include photos and signatures on provided documents).

- **Clinical trial participant information**

- Clinical trial participants' trial ID numbers or codes, dates of birth, gender and age;
- Clinical trial results (referenced using the above identifiers only); and
- Medical results where required to determine the eligibility of a potential participant for a clinical trial, or to accompany a report of an adverse event.

NTA will obtain your specific consent for uses of any “sensitive information” included in your Personal Information”, such as information about your health. You may be asked to sign a separate consent form in these cases. You can withdraw your consent to NTA’s specific use of such sensitive information at any time, by contacting the Florey Privacy Officer on the details set out below.

3. Why does NTA collect Personal Information?

NTA collects, uses and discloses Personal Information for the primary purpose of facilitating the conduct of clinical research.

4. With whom does NTA share your Personal Information?

NTA will disclose Personal Information about you to third parties where necessary for the purposes for which it was collected (or where NTA is under a legal obligation to disclose), including, for example, the following third parties:

- Clinical trial site personnel information may be shared with NTA clients, for example, during a feasibility assessment;
- Clinical trial participant information may be provided to regulatory agencies to support an individual case safety report, or provided to an international vendor for the purposes of analysing the results of the clinical trial; and
- External contractors who assist NTA with its business activities, such as assisting to manage clinical trials, including management of clinical trial databases and electronic data capture systems.

Where third parties and contractors have access to your Personal Information, NTA requires them to protect this information in a manner that is consistent with this policy by, for example, not using the information for any purpose other than to carry out the services they are performing for NTA. NTA may also require the third parties and contractors to be authorised vendors, legally contracted to NTA, or NTA’s clients, and able to certify compliance with the applicable privacy laws including, for example, the General Data Protection Regulations, and ensure that access to Personal Information is limited to personnel who require access to achieve the business objective.

5. Contact the Privacy Officer

Any questions regarding NTA and privacy should be directed to the Florey Privacy Officer using the details below:

privacy-officer@florey.edu.au or

Privacy Officer

The Florey Institute of Neurosciences and Mental Health

Kenneth Myer Building

30 Royal Parade, Parkville 3052

Victoria, Australia