

CiSRA Privacy Policy

What kinds of personal information do we collect?

At CiSRA, the main types of personal information we collect are:

- Personal information necessary for research datasets and field trials;
- Resumes and contact information when you apply for a job at CiSRA; and,
- Names and contact information for suppliers and contractors.

How do we collect personal information?

We collect personal information directly from you. When collecting information we do our best to notify you of the collection. We also use personal information collected or purchased from other entities for research, recruitment and for obtaining goods and services.

Why do we collect personal information?

CiSRA is a research company which uses personal information in datasets, field trials and results for research to improve Canon products and services. We use personal information to evaluate someone's capacity to work with CiSRA or one of its affiliated companies. We also keep information about suppliers and contractors so that we can contact them about supply of goods and services.

Who do we usually disclose personal information to? Are we likely to disclose it to anyone overseas?

We share information with our related companies, third parties and contractors. For example, we send personal information to our parent company in Japan as part of our research projects or for feedback on a potential employee. We obtain promises from the recipients that the personal information will be dealt with in accordance with the Australian privacy law.

How do we protect personal information

We have the following protective measures in place:

- We use secure servers to store personal data;
- We store our datasets and personal information in Australia;
- We train our staff about how to handle personal information and audit the company's personal information usage; and,
- When we collect personal information for research, we do not combine or link other personal information with the datasets.

How can I get in touch about my information?

If we hold information about you, you have rights to access that information and/or ask us to correct it if it's wrong. All you need to do is contact our Privacy Officer. Please also contact our Privacy Officer if you have any concerns or complaints about how we've handled your information. He/she will investigate and respond in writing as quickly as possible. If you're not satisfied after that, it's your right under the privacy legislation to lodge a complaint with the Privacy Commissioner.

Here's how you can reach our Privacy Officer

Postal address: Legal Officer,
Canon Information Systems Research Australia
Pty. Ltd.,
5 Talavera Road,
Macquarie Park, NSW, 2113,
Australia.

Email address: legaldept@cisra.canon.com.au

Revision 5.0 10/07/2018