

The Australian Q Fever Register is owned by the Australian Meat Processor Corporation (AMPC) and managed by AUS-MEAT Limited. Its purpose is to assist organisations to determine the Q Fever immune status of individuals, to prevent unnecessary testing, and to minimise the risk of exposing susceptible individuals to the organism in the workplace.

To access the Register, an organisation must be registered. This form is used to provide access to individuals as Authorised Users of Approved Organisations.

USER DETAILS		PLEASE PRINT CLEARLY & COMPLETE ALL INFORMATION			
Legal Name <small>as shown on birth certificate or passport</small>	<i>Given Name</i>	<i>Middle Name(s)</i>	<i>Family Name</i>		
Gender Identity	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Date of Birth <small>day-month-year</small>	/	/	
Organisation					
Position	Department				
Address					
Suburb/Town	State		Postcode		
Email					
Mobile	Landline	(0)			
SECURITY QUESTION		ONLINE ACCESS			
<p>If you contact the Register, you will be asked this question to confirm your identity. Select (✓) one of these four questions that nobody else is likely to know the answer to:</p> <p><input type="checkbox"/> Mother's maiden name (her name before she was married)? <input type="checkbox"/> Town where you were born? <input type="checkbox"/> Town where your spouse was born? <input type="checkbox"/> Your first pet's name?</p> <p>ANSWER</p> <p><i>Write the answer to the question you have selected here</i></p>		<p>What User Name do you want to use for access to the Register?</p> <p>-----</p>			
		<p>Instructions and a temporary password will be emailed to you.</p>			

The Terms and Conditions of Access to the Register, attached to this form, aim to:

- encourage the submission of all available relevant information from consenting individuals on the Register
- ensure that data on the Register is of the highest quality
- protect the privacy rights of individuals whose data is on the Register
- protect the privacy rights of Authorised Users seeking access to the Register.

Please read the Terms and Conditions attached to this form before signing.

I apply for registration as an authorised User of the Australian Q Fever Register. I agree to be bound by the <i>Terms and Conditions</i> attached to this application.			
Name (Printed)		Signed	
Position		Date	/ /

What to do with this form

The completed form should be returned to the Australian Q Fever Register for review.

Forms can be uploaded online at www.qfever.org (preferred), or forwarded by email, fax or post.

Please **do not** return the **Terms and Conditions** to the Australian Q Fever Register – these pages are intended to be read before signing.

Australian Q Fever Register

Help Line 1300 QFEVER (1300 733 837)
 Fax (07) 3547 8444

Mail Australian Q Fever Register
 PO Box 3403
 TINGALPA DC QLD 4173

Email register@qfever.org
 Website www.qfever.org

AUS-MEAT's privacy statement for the Q Fever Register is available at www.qfever.org/privacypolicy.

1 Definitions

For the purpose of these Terms and Conditions the following definitions shall apply:

- 1.1 **Register** means the Australian Q Fever Register.
- 1.2 **User** means an employee of a registered Organisation who has been authorised by that Organisation and the Register to submit and retrieve data from the Register.
- 1.3 **Organisation** means a legal entity under Australian law eligible to be granted access to the Register (i.e., a registered meat processing plant, medical practice, or other Organisation as determined by the Australian Q Fever Technical Management Committee).
- 1.4 **Associated individual** means a person associated with the Organisation, for example, as an employee, contractor, visitor, client or patient.
- 1.5 **Consent form** means the Australian Q Fever Personal Details and Consent Form.
- 1.6 **Immune Status Documentation** means any documentation that provides reliable information on the Q Fever immune status of an individual, primarily vaccination certificates, pathologists' test results, or medical certificates.

2 Purpose

The purpose of the Register is to assist Users to determine the Q Fever immune status of individuals, to prevent unnecessary testing, and to minimise the risk of exposing susceptible individuals to the organism in the workplace. The function of the Register is to store and report information on the Q Fever immune status of individuals, in order to achieve the purpose as outlined.

3 Standard Operating Procedures

The Organisation will adhere to the procedures and rules prescribed in the *Australian Q Fever Register Authorised User Guide*, which form part of these Terms and Conditions. The Guide is updated from time to time, and the latest version can be found on the Australian Q Fever Register website (<http://www.qfever.org>).

4 Authorised Users

A registered Organisation will

- 4.1. Nominate staff member(s) as authorised Users of the Register. Nominated staff members will normally be employed with responsibility for the Work Health and Safety of employees of the Organisation.
- 4.2. Submit the nominated staff members' details to the Register using the User Registration Form.
- 4.3. Ensure that authorised Users comply with the requirements of these Terms and Conditions.
- 4.4. Ensure that the passwords used by authorised Users are kept secret, and take all necessary steps to prevent non-authorised persons from accessing the Register.
- 4.5. Notify the Register within 7 days of the termination of employment of an authorised User, so their access rights can be removed. New nominations for authorised Users may be submitted at any time, however no more than two authorised Users per workplace will normally be permitted unless reasonable need for more Users is demonstrated by the Organisation.
- 4.6. Provide all necessary facilities and equipment to authorised Users to enable them to submit data to, and access data from the Register. This will include, wherever possible, a computer with an Internet connection and appropriate Web browser software, as well as an E-mail account for each User. Where Internet access is not feasible, authorised Users may contact the Register using fax, telephone and mail. Note that the Register does not guarantee to support non-Internet access indefinitely.
- 4.7. Ensure that information from the Register is used only for the purpose for which it is intended.

5 Submitting data

- 5.1 Whenever information about the Q Fever immune status of an associated individual becomes known to the Organisation (through screening programs, vaccination programs, or notifications of disease), the Organisation will seek the individual's consent to enter such details on the Register.
- 5.2 Consent will only be considered to have been granted if the individual reads and signs the Australian Q Fever Register Personal Details and Consent Form. The Organisation should make every effort to explain the benefits and use of the Register to individuals. Individuals should be encouraged to provide their consent, but no individual should be compelled to participate in the Register.
- 5.3 When new immune status information is obtained about an individual who has previously provided signed consent, there is no need for further consent to enter the new information on the Register
- 5.4 Where Internet access is available, authorised Users are responsible for entering the details provided on the Consent form and immune status information onto the Register.
- 5.5 Authorised Users shall take all reasonable measures to ensure the accuracy of the information entered onto the Register.
- 5.6 Where no Internet access is available, the Consent form and other immune status documentation will be sent to the Register for data entry.
- 5.7 Where an Organisation holds information about the immune status of individuals, collected prior to the commencement of the operation of the Register, that Organisation shall request, for current employees and, where possible, for former employees, signed consent to submit such details to the Register. A signed Consent form is required before any data can be entered on the Register.

6 Storage and Handling of Records

- 6.1 Once the data from Consent form has been entered onto the Register, a copy of the Consent form will be sent to the Register.
- 6.2 Information concerning the Q Fever status including copies of the Pre-Screening and Vaccination Form may be kept by the Organisation (in the individual's medical record), but a copy must also be submitted to the Register after it has been entered onto the Register.
- 6.3 Medical records retained by the Organisation should be stored securely so as to ensure that they are accessible only to personnel authorised to do so, and are only used for the purpose for which they were collected.

7 Access

Authorised Users may access information held by the Register under the following conditions:

- 7.1 Access to information on an individual is only permitted with the consent of that individual.
- 7.2 Consent to access information shall be considered to have been granted if the individual informs the Organisation of their Q Fever Register Number, full name, and date of birth.
- 7.3 The Organisation shall not keep records of the Q Fever Register Numbers of individuals, nor reveal these numbers to any other individual or Organisation.
- 7.4 The Organisation shall ensure that any information on an individual that has been obtained from the Register is not available to third parties.

8 Use of Data

The Organisation shall ensure that data collected from an individual or obtained from the Register is used only for the purpose for which it was obtained, that is, to determine the Q Fever immune status of an individual, to prevent unnecessary testing, and to minimise the risk of exposing susceptible individuals to the organism in the workplace.

9 Research

Information on the Register may be used for Research into Q Fever under the following conditions:

- 9.1 Applications for use of Register data for research must be made to the Australian Q Fever Register for approval by the Australian Meat Processor Corporation.
- 9.2 Organisations may be contacted to request their participation in approved research, but they are under no obligation to do so.

10 Discrimination

The Organisation will ensure that no individual is discriminated against in any way, on the basis of the presence or absence of information on the Register, or due to the content of the information on the Register.

11 Monitoring of on-line activity

All on-line activity on the Register is monitored and logged. This is done to enable the correction of errors, identify unauthorised or inappropriate use, and to monitor usage patterns to help identify those Users who may be in need of further assistance. To ensure data accuracy AMPC may, from time to time, audit data and user activity.

12 Privacy

All information submitted on this form, or subsequently collected about an Organisation or their activities through the operation of the Register will be kept strictly confidential. No information that may be identified with a particular registered Organisation will be released to any other registered Organisations, businesses, government departments or individuals. Organisation contact details may be released to approved researchers subject to the requirements described under item 9 above. The Organisation must also comply with all laws in respect of personal information within the meaning of the *Privacy Act 1988*, together with AUS-MEAT's privacy statement for the Q Fever Register, as amended or replaced from time to time.

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