

IP AUSTRALIA

Note: This organisation is a prescribed Agency under the *Financial Management and Accountability Act 1997*, operating within the Industry, Innovation Science and Research (IISR) portfolio. Its functions were previously undertaken by the Australian Industrial Property Organisation (AIPO), and before that the Division known as the Patents, Trade Marks and Designs Offices.

ADDRESS: *Discovery House, 47 Bowes Street
PHILLIP ACT 2606*

Individuals can obtain information regarding access to any of their personal information held by IP Australia by:

- phoning: IP Australia's Customer Service Centre on 1300 65 10 10, or
- emailing: assist@ipaustrialia.gov.au
- writing to: Privacy Contact Officer,
Strategy, Research and Ministerial Support Section,
Business Development & Strategy Group,
IP Australia,
PO Box 200,
WODEN A.C.T. 2606.

51 classes of personal information are held by this agency, including 1 class of Personnel Records.

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RECORDS OF THE DESIGNS OFFICE, THE PATENT OFFICE AND THE TRADE MARKS OFFICE

The Designs Office, the Patent Office and the Trade Marks Office (the Offices) are unincorporated statutory bodies established under sections 125 and 126 of the *Designs Act 2003*; sections 205 and 206 of the *Patents Act 1990*; and sections 199 and 200 of the *Trade Marks Act 1995*. As a result, the Offices appear to be agencies in their own right under the *Privacy Act 1988*: see paragraph (c) of the definition of *agency* in section 6 of the Privacy Act. Nevertheless, the Offices operate under the aegis of IP Australia. Prior to 2009, separate returns were made in the Personal Information Digest (PID) for the records of personal information held in each of the Offices. Since then, a single PID for IP Australia has been published. The administration of the records of the listed Offices is conducted by employees in the Customer Operations Group of IP Australia.

RECORDS ADMINISTERED IN THE IP RIGHTS DIVISION

CUSTOMER OPERATIONS GROUP, IPR DIVISION

Patents & Plant Breeder's Rights Administration Section

1. DOCUMENTS RELATING TO PATENT APPLICATIONS AND GRANTED PATENTS

The purpose of these records is to enable filing, examination and grant of applications for patents under the *Patents Act 1990* (the Act) and to maintain records of granted patents.

Content may include: name, address, commercially sensitive information, extensions of time information, information concerning ownership and licensing where there is a variation. IP Australia is authorised or required to collect this information under numerous sections of the Act, including sections 29, 49, 71, 82 and 95 and regulations 1.8, 2.1, 3.1, 3.2A, 3.2B, 5.3, 7.2, 8.6, 19.1, 22.10 and 22.13.

Sensitive content may include: commercially sensitive information, declarations or information about health or other personal circumstances.

The personal information in these records may relate to the inventor or applicant for a patent; a subsequent owner; a licensee or other person entitled to an interest in a patent; a person opposing grant of the patent or an extension of time for the completion of an act under the patents legislation; or a person who contests the validity of the patent, or the eligibility of the applicant to be granted the patent or an agent acting on behalf of any of these persons.

The following agency staff have access to this personal information: all staff engaged in the filing, examination, hearings opposition and registration processes in the Patents & Plant Breeder's Rights Administration section, Customer Operations Group and in the Patents and Plant Breeder's Rights Examination and Hearings Group.

The records are generally kept for 35 years, although those of historical or legal significance are kept permanently.

Some of this information is disclosed in the *Australian Official Journal of Patents*, as required under the patents

legislation, (sections 49, 53, 54, 62, 72, 73, 74, 76, 90, 92, 101E, 105, 148, 150, 152, 171 and regs 3.29, 4.1, 4.2, 6.1, 10.5, 10.7, 12.3, 13.1, 13.6) and is available on-line internally and via the Internet. The Register of Patents and prescribed particulars of patents are required to be available for public inspection under sections 190 and 193 and reg 19.1. Under section 55 and reg 4.3 of the patents legislation, almost all documents relating to a patent application or granted patent are publicly available once the application becomes Open for Public Inspection (OPI). Copies of documents that are OPI can be purchased from IP Australia (section 222 of the Act). Some of the information in these documents is also available via the Internet. Documents that are not to be published (as specified in section 56) are those that are:

- subject to legal professional privilege—r4.3(1)(c) of the *Patents Regulations 1991*
- subject to a prohibition order of a court or tribunal—rr4.3(1)(e) and (2)(a) of the Patents Regulations
- required to be produced to the Commissioner of Patents under s210(c) of the Act, or which contain information from such document—but only where the Commissioner considers that the document to be produced, or information in it, should not be open to public inspection (rr4.3 (1)(e), (2)(b) and (2)(c) of the Patents Regulations).

Copies of documents that are open to public inspection (OPI) can be purchased from the Exam Support & Sales Team in the Customer Operations Group of IP Australia.

IP Australia usually discloses all of the information to several persons outside IP Australia, including foreign IP Offices (section 3.22), IP professionals and other persons subscribing to its bibliographic data products. Under section 194, the Commissioner of Patents may give any person information about a patent, a patent application that is OPI or a prescribed document or matter. Copies of documents related to patent applications undergoing opposition proceedings are routinely made available to parties involved in the opposition.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to an indeterminate number of individuals and are stored on paper, microfiche and electronic media.

2. DOCUMENTS RELATING TO PLANT BREEDER'S RIGHTS' APPLICATIONS AND GRANTED PLANT BREEDER'S RIGHTS

The purpose of these records is to enable filing, examination and grant of applications for Plant Breeder's Rights (PBR) in new plant varieties or requests under the *Plant Breeder's Rights Act 1994* (the Act), and to maintain records of granted PBRs.

Content may include: name, address, commercially sensitive information about new plant varieties, and information concerning ownership and licensing of PBR. IP Australia is authorised or required to collect this information under a number of sections of the Act, including sections 26, 27, 31, and 34.

Sensitive content may include: commercially sensitive information, declarations or information about health or other personal circumstances.

The personal information in these records may relate to: the applicant for a PBR; a breeder of a plant variety, a person applying for a declaration of essential derivation; a subsequent owner; a licensee or other person entitled to an interest in a PBR; a person commenting on, or objecting to, grant of the PBR; or a person who contests the validity of an existing PBR or an agent acting on behalf of any of these persons.

The following agency staff have access to this personal information: staff in the Patents & Plant Breeder's Rights Administration Section at APS 3 to EL 2 level, and staff in the PBR & Biotechnology section at APS 3 to EL 2 level.

The records are generally kept indefinitely.

Details of the name and contact numbers of the title-holder, and the name and address of the qualified person describing the variety, are disclosed in the *Plant Varieties Journal* as required under the PBR legislation (including in sections 30 and 47) (available at http://www.ipaustralia.gov.au/pbr/journal_download.shtml), and are available on-line internally and via the Internet at http://www.affa.gov.au/content/pbr_database/search.cfm.

Under section 36 of the Act, copies of certain documents can be purchased from IP Australia—these include almost all documents relating to a PBR application or granted PBR. Nevertheless, details of the parent varieties used in a breeding program are only available to the applicant or the applicant's authorised agent (section 36(3) of the PBR Act).

Copies of documents related to PBR applications undergoing opposition proceedings are routinely made available to parties involved in the opposition.

Copies of documents that are available for inspection can be purchased from the Electronic Records Administration section in the Customer Operations Group of IP Australia.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to an indeterminate number of individuals and are stored on paper and electronic media.

3. LIST OF QUALIFIED PERSONS

The purpose of these records is to maintain details of persons accredited to plan and supervise comparative growing trials to test the distinctness, uniformity and stability of plant varieties that are the subject of PBR applications. These persons are referred to as *approved persons* in section 8 of the *Plant Breeder's Rights Act 1994* (the Act), but are known throughout the plant-breeding community as 'qualified persons'.

Content may include: name, address, qualifications, work experience, professional affiliations, referees and date of birth.

Sensitive content may include: qualifications and work experience.

The following agency staff have access to this personal information: staff in the Patents & Plant Breeder's Rights Administration Section of COG at APS 3 to EL 2 level and examiners of PBR applications in the Patents and Plant Breeder's Rights Group.

Details of the names, contact numbers and area of operation of qualified persons are disclosed in the *Plant Varieties Journal* as required under section 8 of the Act, and are available via the Internet at <http://www.ipaustralia.gov.au/pbr/qualpers.shtml>.

Obtaining access to your personal information—see head of entry for IP Australia.

The personal information in these records relates to around 450 individuals, and are stored on paper and electronic media.

4. REQUESTS FOR PATENTS DOCUMENTS

The purpose of these records is for processing requests for access to documents under the *Patents Act 1990*.

Contents may include: name, address, date of birth, occupation, gender and details relating to the person making the request.

The personal information in these records relates to persons requesting copies of patents documents.

All records are kept for 7 years.

The information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The following agency staff have access to the personal information: staff members with access to the electronic record-keeping system, however the information is usually accessed by staff in the Examination Sales & Support Unit at the APS 3/4 to EL 1 level.

The records relate to an indeterminate number of individuals and are kept in electronic media.

5. PUBLICATION SUBSCRIBERS DATABASE

The purpose of this database is to maintain details of subscribers to the *Official Journals of Patents, for Trade Marks and for Designs* and the AU-A, AU-B and APA Patent CD ROM products.

Content may include: name, address and phone numbers.

The personal information in these records relates to individuals who subscribe to the above publications.

The following agency staff have access to the information: all staff in the Examination Support & Sales unit; and Customer Service Delivery staff, for the purpose of despatching publications.

The records are automatically removed from the database after 11 years.

Some of this information (mailing address and the types and number of subscription items) is disclosed to external service providers responsible for handling the postage of the subscription products.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to an indeterminate number of individuals, and are kept in electronic media.

6. LIST OF BULK DATA SUBSCRIBERS

The purpose of this record is to maintain details of subscribers to bulk-data products.

Content may include: name, address and phone numbers.

The personal information in these records relates to individuals who subscribe to bulk-data products.

The following agency staff have access to this personal information: all staff in Examination Support & Sales Unit and Customer Service Delivery for the purpose of despatching this data.

The records are kept indefinitely.

Some of this information (mailing address and the types and number of subscription items) is disclosed to external service providers responsible for handling the postage of the bulk-data products.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to an indeterminate number of individuals, and are kept in electronic media.

Trade Marks & Designs Administration Section

7. DOCUMENTS RELATING TO TRADE MARK APPLICATIONS AND REGISTERED TRADE MARKS

The purpose of these records is to enable the filing, examination and registration of trade marks under the *Trade Marks Act 1995* (the Act) and to maintain records of registered trade marks.

Content may include: name, address, contact details, commercially sensitive information, reasons for requesting expedited examinations and extensions of time, and information concerning ownership, where there is a variation. IP Australia is authorised or required to collect this information under numerous sections of the Act, including sections 27, 46, 51, 69, 96, 107, 109, 113, 114, 117, 216 and regulations 4.1, 4.2, 4.18, 5.3, 6.3, 6.5, 10.1, 17.1, 17A.61, 17A.66, 21.3, 21.6 of the Act.

Sensitive content may include: commercially sensitive information, declarations or information about health or other personal circumstances.

The personal information in these records may relate to: a person applying for registration of a trade mark or a registered owner of a registered mark; a person approved to certify goods and/or services in respect of which a certification trade mark has been registered; a person opposing registration of a trade mark; a subsequent owner of a trade mark; a person applying for removal of a registered trade mark from the register for non-use or a person opposing such an application; a person claiming an interest in, or right in respect of a trade mark (other than the owner); or a person applying for, or opposing, an extension of time for an act to be done under the trade marks legislation or an agent acting on behalf of any of these persons.

The following agency staff have access to this personal information: all staff engaged in the filing, examination, hearings, opposition and registration processes in the Trade Marks and Designs Administration section, Customer Operations Group and the Trade Marks and Designs Examination and Hearings Group.

The records are kept for 25 years after the registration of a trade mark expires, or 10 years after an applications lapses or is withdrawn. Historical records are retained permanently. Physical evidence and some documentary evidence supplied for the purpose of obtaining registration is usually returned to the owner, once the registration process is complete.

Some of this information is disclosed in *Australian Official Journal of Trade Marks* as required under sections 30, 34, 38, 65A, 71, 95, 108, 110, 175, 176, 224, 226 and regulations 4.7, 7.2, 10.3, 17A.25 of the Act, and is available on-line internally and via the Internet.

IP Australia usually discloses all of the information to several persons outside IP Australia, including foreign IP Offices, IP professionals, the Australian Competition and Consumer Commission (section 173 and reg 16.2) and other persons subscribing to its bibliographic data products. Copies of documents related to trade mark applications undergoing opposition proceedings are routinely made available to parties involved in the opposition.

Under section 209, subsection 217A(1) of the Act, and regulations 21.11A, 17A.72 of the *Trade Marks Regulations 1995* (the Regulations) each document held by the Registrar that relates to a trade mark must be made available for public inspection, excepting any document that:

- is subject to legal professional privilege

- is subject to a prohibition order of a court or tribunal
- the Registrar requires to be produced under s202(c) of the Act—if the Registrar is satisfied that the document should not be made available for public inspection
- solely contains evidence of the use or proposed use of a trade mark
- is a declaration stating the reasons for a request for expedited examination under r4.18 of the Regulations
- is filed by an applicant for an extension of time under ss224 (2) or (3) of the Act in relation to an application under those provisions—other than the application for an extension of time
- is filed in the course of opposition proceedings under the Act and Regulations—other than the notice of opposition
- a document containing any information that the Registrar requires to be held confidentially under s 226A(1)(a) of the Act
- is a document prepared in the Trade Marks Office, which contains information obtained from a document that should not be made available for public inspection.

Copies of documents that are available for public inspection can be purchased from the Information Access Unit in the Customer Operations Group of IP Australia.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to an indeterminate number of individuals and are stored on computer and/or paper media.

8. DOCUMENTS RELATING TO DESIGNS APPLICATIONS AND REGISTERED DESIGNS

The purpose of these records is to enable administration of the *Designs Act 2003* (the Act): registration of designs, examination of registered designs, and maintenance of records of registered designs.

Content may include: name, address, commercially sensitive information, extension of time requests including supporting information and information concerning ownership, where there is a variation. IP Australia is authorised or required to collect this information under numerous sections of the Act, including sections 21, 35 and 57 and regulations 3.01, 3.04, 3.10, 3.11, 4.08, 11.13, and 11.22.

Sensitive content may include: commercially sensitive information, declarations or information about health or other personal circumstances.

The personal information in these records may relate to an author of a design or an applicant for a registered design; an owner of a registered design; a person contesting the registrability of a design; or a person requesting or opposing an extension of time for the doing of an act under the designs legislation, or an agent acting on behalf of any of these persons.

The following agency staff have access to this personal information: staff engaged in the filing, registration, publication, examination, hearings, opposition and certification processes in the Trade Marks and Designs Administration section, Customer Operations Group and the Trade Marks and Designs Examination and Hearings Group.

The records are generally kept for 7 years after a design registration ceases, although those of national or historic interest are kept permanently.

Some of this information is disclosed in the *Australian Official Journal of Designs*, as required under sections 25, 31, 33, 45, 52, 57, 58, 67(3), 68, 106, 116, 136A, 137 and regs 3.04, 3.13, 3.15, 4.08, 4.11, 4.13, 5.06, 5.07, 8.01, 9.04, 9.05, 11.13, 11.14, of the designs legislation, and is available on-line internally and via the Internet. Copies of documents related to designs undergoing opposition proceedings are routinely made available to parties involved in the opposition.

Under sections 60, 64, 69, 111, 113 and reg 9.02 of the Act, almost all documents relating to a registered or published design are available for public inspection, excepting any document (under section 61) that:

- is subject to legal professional privilege;
- is subject to a prohibition order of a court or tribunal;
- is required to be produced to the Registrar of Designs under paragraph 127(1)(c) of the Act—if the Registrar is satisfied that the document, or the information in it, should not be open to public inspection;
- is a document containing information obtained from such documents; or
- relates to a design that was excluded or withdrawn from an application, or that was never registered or published.

Copies of documents that are available for public inspection can be purchased from the Information Access Unit in the

Customer Operations Group of IP Australia.

Obtaining access to your personal information—see below.

The records relate to an indeterminate number of individuals and are stored in electronic and physical media.

9. FREEDOM OF INFORMATION REQUESTS

The purpose of these records is for processing requests for access to documents under the *Freedom of Information Amendment (Reform) Act 2010*.

Contents may include: name, address, date of birth, occupation, gender and details relating to the prosecution of applications for registration of a trade mark or design, or grant of a patent for an invention or a plant breeder's right.

Sensitive content may include: details of commercial affairs or of physical or mental health.

The personal information in these records relates to persons lodging Freedom of Information (FOI) requests, persons prosecuting industrial property applications and trade declarants.

The following agency staff have access to this personal information: administrative staff in the Information Access Unit (IAU) who process the requests for access; and authorised decision-makers in the IAU, Customer Operations Group, and in the Business Development and Strategy Group.

Almost all records are kept for 2 years. Records are kept for 5 years where a request is made for internal review of a decision. Records are kept permanently where a request is made for review by the Administrative Appeals Tribunal.

The information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to an indeterminate number of individuals. Summary descriptions of requests are stored on electronic media, and correspondence and documentation of decisions are held in paper files and in electronic media.

Customer Service Delivery and Support Section

10. BUSINESS NAMES APPLICANT SEARCH SERVICE—LIST OF REQUESTS

The purpose of these records is to retain details of requests for Business Names Applicant searches made by members of the public.

Content may include: name and telephone contact details.

The personal information in these records relates to members of the public who request these searches.

The following agency staff have access to this personal information: clerical staff in the Customer Service Centre, Canberra at APS4 to EL 2 level.

The records are kept for up to 2 years.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to up to 1000 individuals and are kept in electronic media.

11. CORPORATE CUSTOMER SYSTEM

The purpose of the Corporate Customer System—an electronic repository of customer details—is to facilitate transactions with IP Australia's customers.

Contents may include: name, address, phone, fax and e-mail address.

The personal information in these records relates to applicants for patents, patentees and other persons with an IP Australia on-line account.

The records are kept indefinitely.

The following agency staff have access to this personal information: IP Australia staff processing applications or maintaining records relating to patents.

This information is not usually disclosed to other persons or organisations, but the name of applicants and their address (where these have been given as the address for service of documents in Australia) are published in the *Official Journals of Patents*, as well as being available on IP Australia's website: see <http://www.ipaustralia.gov.au>.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to an indeterminate number of individuals, and are kept in electronic media.

12. EXTERNAL USER TRAINING

The purpose of these records is to record requests made by members of the public for training, or for information about training, and training provided to individuals.

Content may include: name, address, phone number, fax number and e-mail address.

The personal information in these records relates to the requesters for, or participants in, training.

The following agency staff have access to this personal information: staff of the Customer Service Centre, the Trade Marks Training Team staff from APS 4 to EL 2 level, and staff in the Plant Breeder's Rights and Biotechnology section from APS 5 to EL 2 level.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 70 individuals annually, and are kept in electronic media.

Quality Improvement Section

13. CUSTOMER FEEDBACK DATABASE

The purpose of these records is to maintain a record of feedback—including complaints, compliments and suggestions—received from customers of IP Australia and to ensure the resolution of that feedback occurs within Customer Service Charter timeframes.

Content may include: the name of the staff member receiving the feedback and the name of the staff member/s resolving the issue. If provided, the customer's name, address, telephone number, email address, mobile number and fax number is recorded to allow us to contact them in response to the feedback.

The personal information in these records relates to the staff recording and resolving the feedback and the customers providing feedback.

The following agency staff have access to this personal information: the Quality System Manager in the Quality Improvement Section, a feedback co-ordinator in the Quality Improvement Section, staff with Administrator access in the BIMSG and any staff involved in specific feedback issues. These latter staff can only access the personal information of the customer concerned with their specific issue.

The records are kept indefinitely.

This information is not usually disclosed to other people or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to an indeterminate number of individuals and are kept in electronic media.

RECORDS ADMINISTERED IN THE BUSINESS AND INFORMATION MANAGEMENT SOLUTIONS GROUP

Service Delivery Section

14. MAINFRAME EXTERNAL USER PROFILES

The purpose of these records is to keep contact details of all external users of databases relating to designs, patents and trade marks maintained by IP Australia.

Content may include: name, business address,.

The personal information in these records relates to individuals who are external users, and to contact-persons within organisations that are external users.

The following agency staff have access to this personal information: staff in the Systems Support Unit, BIMSG. Staff of the Mainframe service-provider (CSC Pty Ltd) can also access the external-user database.

The records are kept until access to databases is removed at the external user's request.

The person information contained in these records is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 1400 individuals and are kept in electronic media.

Infrastructure Services Section

15. ON-CALL REGISTER

The purpose of these records is to enable system administrators or Infrastructure support staff to be contacted out of hours when there are unscheduled system outages and/or business continuity events.

Content may include: name, business telephone numbers and business mobile numbers.

The personal information in these records relates to: Permanent employees who are system administrators or Infrastructure support staff. There are several additional contact numbers which include Director Service Delivery, Director Web Presence, Service Centre Manager and System Support.

The following agency staff have access to this personal information: The Director, Infrastructure Services Section and other Infrastructure staff.

The records are kept indefinitely.

The person information contained in these records is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 30 staff and are kept on wallet cards issued to the specified staff above.

RECORDS ADMINISTERED IN THE BUSINESS DEVELOPMENT & STRATEGY GROUP

Strategy, Research & Ministerial Support Section

16. CORRESPONDENCE TO THE MINISTERS

The purpose of these records is to maintain a record of correspondence received by the Ministers and answered by them, their staff or staff of the Department.

Content may include: name, date of birth, occupation, gender, marital status, names and status of partners or relatives and any other information volunteered by the correspondent.

Sensitive content may include: physical or mental health, disabilities, sexual life, racial or ethnic origin, criminal

convictions, criminal intelligence, religious affiliations, financial information (including debts) and relationship details.

The personal information in these records relates to those individuals who write to the Ministers, or who write to another Minister who then refers the letter to a portfolio Minister for response.

The following agency staff have access to this personal information: Ministerial and departmental staff working on the issue that is the subject of the ministerial correspondence, IP Australia staff who draft and coordinate replies and staff working in the Ministerial Liaison Office of the Department of Innovation, Industry, Science and Research.

The records are kept permanently.

Some of this information is disclosed to other Commonwealth agencies on request for matters pertaining to correspondence.

Briefing for a Minister who is to meet a correspondent is prepared using information provided by the correspondent, as well as publicly available information about the correspondent.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to an indeterminate number of individuals and are kept in electronic media.

17. CUSTOMER SATISFACTION SURVEY DATA

The purpose of these records is to conduct periodic surveys of applicants for IP rights and their representatives to assess their satisfaction of with the services IP Australia provides.

Content may include: name, business/mailling address, email address, telephone number.

The personal information on these records relates to applicants for IP rights and their representatives.

The following agency staff have access to this personal information: staff in the Business Development & Strategy Group at APS 6 to EL 2 level. In 2010, access was provided to the market-research firm Newfocus solely to conduct the survey.

The Customer Benchmark Survey data is retained as a safeguard to ensure contract compliance. The records are destroyed 5 years after completion of a survey.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

These records relate to an indeterminate number of individuals and are stored on electronic media.

18. POLICY REVIEW CONSULTATION ON THE INTELLECTUAL PROPERTY SYSTEM— DISTRIBUTION LISTS

The purpose of these records is to enable contact with individuals who may wish to participate in relevant consultative processes associated with policy reviews relating to the intellectual property system.

Content may include: name, job title and business address and email address.

The personal information in these records relates to individuals interested in policy reviews relating to the intellectual property system.

The following agency staff have access to this personal information: staff of the Business Development & Strategy Group and other line staff involved in consultation processes.

The records are kept indefinitely.

This information is usually disclosed to the members of the Advisory Council on Intellectual Property.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 400 individuals and are kept in electronic media.

19. APPLICANTS AND PERSONS APPOINTED TO THE ADVISORY COUNCIL ON INTELLECTUAL PROPERTY (ACIP)

The purpose of these records is to maintain details of persons applying for or appointed to ACIP.

Content may include: name, address, qualifications, work experience, professional affiliations, referees and date of birth.

Sensitive content may include: qualifications and work experience.

The following agency staff have access to this personal information: staff in the Strategy, Research and Ministerial Support Section at APS 6-EL 2 level and several SES level staff in IP Australia.

Details of the names, contact numbers and area of operation of persons appointed to ACIP are publically available via the Internet at <http://www.acip.gov.au/members.html>

Obtaining access to your personal information—see head of entry for IP Australia.

The personal information in these records relates to approximately 50 individuals, and is stored on paper and electronic media.

20. APPLICANTS AND PERSONS APPOINTED TO THE PLANT BREEDER'S RIGHTS ADVISORY COMMITTEE (PBRAC)

The purpose of these records is to maintain details of persons applying for or appointed to the PBRAC.

Content may include: name, address, qualifications, work experience, professional affiliations, referees and date of birth.

Sensitive content may include: qualifications and work experience.

The following agency staff have access to this personal information: staff in the Strategy, Research and Ministerial Support Section at APS 5 to EL 2 level, an EL 2 staff member in the Patents and Plant Breeder's Rights Group and several SES level staff in IP Australia.

Details of the names, contact numbers and area of operation of persons appointed to the PBRAC are disclosed in the *Plant Varieties Journal* and are available via the Internet at <http://www.ipaustralia.gov.au/pbr/committee.shtml#members>

Obtaining access to your personal information—see head of entry for IP Australia.

The personal information in these records relates to around 50 individuals, and is stored on paper and electronic media.

Domestic Policy Section

21. POLICY REVIEW CONSULTATION ON THE INTELLECTUAL PROPERTY SYSTEM— DISTRIBUTION LISTS

The purpose of these records is to enable contact with individuals who may wish to participate in relevant consultative processes associated with policy reviews relating to the intellectual property system.

Content may include: name, job title and business address.

The personal information in these records relates to individuals interested in policy reviews relating to the intellectual property system.

The following agency staff have access to this personal information: staff of the Business Development & Strategy Group and other line staff involved in consultation processes.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 75 individuals and are kept in electronic media.

International Policy and Co-operation Section

22. DATABASE OF INTERNATIONAL IP OFFICE CONTACTS

The purpose of this database is to keep a record of international intellectual property office contacts with whom IP Australia has contact as a result of co-operative activities or by means of general correspondence.

Content may include name, role or position and contact details.

The following agency staff have access to this personal information: the Director General of IP Australia and staff in the International Policy and Cooperation Section and staff in line areas dealing with international issues.

This information is not usually disclosed to other persons or organisations.

This is a fluid list and information is regularly updated.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 75 individuals and are stored on paper and electronic media.

23. DATABASE OF TECHNICAL EXPERTS

The purpose of these records is to keep a record of relevant intellectual property experts who might be willing and able to participate in particular technical assistance activities and who might be invited, as activities arise and are planned, to participate in the delivery of that assistance.

Content may include name, contact details and curriculum vitae.

Sensitive content may include work experience.

The personal information in these records relates to intellectual property experts.

The following agency staff have access to this personal information: the Director General of IP Australia, staff in the International Policy and Cooperation Section and staff in line areas dealing with international issues.

This information is not usually disclosed to other persons or organisations.

This is a fluid list, and information may be kept for up to 5 years.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 20 individuals, and are stored on paper and electronic media.

24. WORKSHOP AND SEMINAR DATABASES OF PARTICIPANTS

The purpose of these records is to keep a record of relevant intellectual property speakers and participants who participate in workshops and seminars as part of IP Australia's international engagement strategy.

Content may include: name, contact details, travel related details and curriculum vitae.

Sensitive content may include: work experience.

The personal information in these records relates to intellectual property experts and registrants to the workshops and seminars from Australia and overseas.

The following agency staff have access to this personal information: the Director General of IP Australia, staff in the International Policy and Cooperation Section, and other IP Australia staff dealing with international issues.

This information is not usually disclosed to other persons or organisations.

This is a fluid list, and information may be kept for up to 5 years.

Obtaining access to your personal information—see head of entry for IP Australia.

The records may include up to 600 individuals, and are stored on paper and electronic media.

Marketing & Customer Engagement Section

25. IP MEDIA CENTRE MAILING LIST

The purpose of these records is to distribute Intellectual Property (IP) information to journalists and other member of the media who have opted into the IP Media Centre mailing list for announcements and updates.

Content may include: name, organisation name, and e-mail address.

The personal information in these records relates to: journalists and other members of the media who have opted into the IP Media Centre mailing list. An opt-out message accompanies each distribution.

The following agency staff have access to this personal information: staff in the Marketing and Customer Engagement section, staff in the Web Presence Delivery Section of the Customer Operations Group, and 2 staff in the Business and Information Management Solutions Group.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 100 individuals and businesses in Australia, and are kept in electronic media.

26. IP TOOLBOX CUSTOMER LIST

The purpose of these records was to distribute updated Intellectual Property (IP) information to business advisers, accountants, lawyers and communication professionals, who purchased an IP Toolbox, or for situations where a customer requests information about their IP Toolbox transaction.

Content may include: name, organisation, address, e-mail, phone numbers (home, mobile, fax), payment method, despatch date, receipt number and their referral source.

The personal information in these records relates to: business advisers and proprietors, accountants, lawyers and communication professionals.

The following agency staff have access to this personal information: staff in the Marketing and Customer Engagement section and staff in the Web Presence Delivery Section of the Customer Operations Group.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 1,500 individuals and businesses in Australia and abroad, and are kept in electronic media.

27. IP TOOLBOX MAILING LIST

The purpose of these records was to distribute Intellectual Property (IP) information to business advisers, accountants, lawyers and communication professionals, who have opted into the IP Toolbox mailing list for announcements and updates.

Content may include: name, company name, e-mail address, phone number and mobile phone number.

The personal information in these records relates to: small to medium businesses and others who have opted into the IP Toolbox mailing list. An opt-out message accompanies each email distributed.

The following agency staff have access to this personal information: staff in the Marketing and Customer Engagement section and staff in the Web Presence Delivery Section of the Customer Operations Group.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 450 individuals and businesses in Australia and abroad, and are kept in electronic media.

28. INNOVATED SCHOOL EDUCATION PROGRAM MAILING-LISTS

The purposes of these records was to distribute copies of the Big Ideas CD-ROM to interested schools and teachers, to distribute copies of the InnovatED newsletter to interested parties and to record teachers who would like to submit lesson-plans to the program.

Content may include: name, address, phone number and e-mail address.

The personal information in these records relates to teachers and any other persons subscribing to the InnovatED newsletter.

The following agency staff have access to this personal information: staff in the Marketing and Customer Engagement section and staff in the Web Presence Delivery Section of the Customer Operations Group.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 1412 individuals, and are kept in electronic media.

29. JOURNALISTS' GUIDE TO INTELLECTUAL PROPERTY ORDER LISTS

The purpose of these records is to distribute Intellectual Property (IP) information to journalists and other member of the media who have ordered a copy of IP Australia's *Journalists' Guide to Intellectual Property* publication.

Content may include: name, organisation name, address, e-mail address, and number of copies ordered.

The personal information in these records relates to: journalists and other member of the media who have ordered a copy of the *Journalists' Guide to Intellectual Property* publication.

The following agency staff have access to this personal information: staff in the Marketing and Customer Engagement section and staff in the Web Presence Delivery Section of the Customer Operations Group.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 117 individuals and media outlets in Australia, and are kept in electronic media.

30. LISTS OF CONTACTS IN AUSTRALIAN, STATE, LOCAL GOVERNMENT & COMMUNITY BUSINESS SUPPORT NETWORKS, R&D FIRMS, TERTIARY INSTITUTIONS, ATTORNEY AND LAW FIRMS

The purpose of these records is to enable IP Australia staff tasked with customer engagement to contact individuals and businesses to inform them of Intellectual Property (IP) issues, or to provide them with publications on the IP system.

Content may include: name, address, telephone number, e-mail address, professional and social interests.

Sensitive content may include: social interests

The following agency staff have access to this personal information: State Outreach Managers at EL 1 level in each State—located in Sydney, Melbourne, Brisbane, Adelaide and Perth—as well as staff in the Marketing and Customer Engagement section at APS 5 to EL 2 level in Canberra.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

These records relate to approximately 1,500 individuals and are stored on paper and electronic media.

31. SMART START MAILING LIST

The purpose of these records is to distribute Intellectual Property (IP) information to small-to-medium businesses and others who have opted into the Smart Start mailing list.

Content may include: name, company name and e-mail address.

The personal information in these records relates to: small to medium businesses and others who have opted into the Smart Start mailing list. An opt-out message accompanies each email distributed.

The following agency staff have access to this personal information: staff members in the Marketing and Customer Engagement section, staff in the Web Presence Delivery Section of the Customer Operations Group and 2 staff in the Business and Information Management Solutions Group.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 3,550 individuals and businesses in Australia and abroad, and are kept in electronic media.

32. WHAT'S NEW ALERT MAILING LIST

The purpose of these records is to distribute information on updates to the IP systems and activities being undertaken by IP Australia to subscribers of the mailing list.

Content may include: name and e-mail address.

The personal information in these records relates to: IP professionals, business advisers and others who have opted into the mailing list. An opt-out message accompanies each alert.

The following agency staff have access to this personal information: staff members in the Marketing and Customer Engagement section, staff in the Web Presence Delivery Section of the Customer Operations Group and 2 staff in the Business and Information Management Solutions Group.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 2,165 individuals and businesses in Australia and abroad, and are kept in electronic media.

33. FASHION RULES MAILING LIST

The purpose of these records is to distribute information on IP to the fashion industry.

Content may include: name, company name, and e-mail address.

The personal information in these records relates to: fashion designers, retailers and students who have opted into the mailing list. An opt-out message accompanies each alert.

The following agency staff have access to this personal information: staff in the Marketing and Customer Engagement section, staff in the Web Presence Delivery Section of the Customer Operations Group and 2 staff in the Business and Information Management Solutions Group.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 360 individuals and businesses in Australia and abroad, and are kept in electronic

media.

34. PATENT SEARCH MAILING LIST (AUSPAT)

The purpose of these records is to distribute information on IP Australia's Patent Search Strategy Project.

Content may include: name, company name, and e-mail address.

The personal information in these records relates to: registered patent and trade marks attorneys, other IP Professionals, search firms and others who have opted into the mailing list.

The following agency staff have access to this personal information: staff in the Marketing and Customer Engagement section, staff in the Web Presence Delivery Section of the Customer Operations Group and staff in the Business and Information Management Solutions Group.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 620 individuals and businesses in Australia and abroad, and are kept in electronic media.

35. SYSTEMS ADVICE MAILING LIST

The purpose of these records is to distribute information on the availability and development of IP Australia's IT systems.

Content may include: name, company name, and e-mail address.

The personal information in these records relates to: registered patent and trade marks attorneys, other IP Professionals, search firms and others who have opted into the mailing list.

The following agency staff have access to this personal information: staff members in the Marketing and Customer Engagement section, staff in the Web Presence Delivery Section of the Customer Operations Group and 2 staff in the Business and Information Management Solutions Group.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 200 individuals and businesses in Australia and abroad, and are kept in electronic media.

36. TRADE MARKS HEARINGS MAILING LIST

The purpose of these records is to distribute information relating to trade mark hearings to interested persons.

Content may include: name, company name, and e-mail address.

The personal information in these records relates to: registered trade marks attorneys, other IP Professionals and others who have opted into the mailing list.

The following agency staff have access to this personal information: staff in the Marketing and Customer Engagement section, staff in the Web Presence Delivery Section of the Customer Operations Group and 2 staff in the Business and Information Management Solutions Group.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 975 individuals and businesses in Australia and abroad, and are kept in electronic media.

37. DOWNTIME MAILING LIST

The purpose of these records is to distribute information to the IP industry relating to the maintenance and downtime periods of IP Australia's IT systems.

Content may include: name, company name, and e-mail address.

The personal information in these records relates to: registered patent and trade marks attorneys, other IP Professionals, search firms and others who have opted into the mailing list. An opt-out message accompanies each alert.

The following agency staff have access to this personal information: staff in the Marketing and Customer Engagement section, staff in the Web Presence Delivery Section of the Customer Operations Group and 2 staff in the Business and Information Management Solutions Group.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 325 individuals and businesses in Australia and abroad, and are kept in electronic media.

38. PLANT VARIETIES JOURNAL MAILING LIST

The purpose of these records is to distribute information on recent entries in the Plant Varieties Journal.

Content may include: name, company name, and e-mail address.

The personal information in these records relates to: plant breeders, qualified persons, horticulturists, agricultural researchers and others who have opted into the mailing list. An opt-out message accompanies each alert.

The following agency staff have access to this personal information: staff in the Marketing and Customer Engagement section, staff in the Web Presence Delivery Section of the Customer Operations Group, and 2 staff in the Business and Information Management Solutions Group.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 555 individuals and businesses in Australia and abroad, and are kept in electronic media.

39. OFFICIAL NOTICES MAILING LIST

The purpose of these records is to distribute information on IP to the IP industry.

Content may include: name, company name, and e-mail address.

The personal information in these records relates to: registered patent and trade marks attorneys, other IP Professionals, search firms and others who have opted into the mailing list. An opt-out message accompanies each alert.

The following agency staff have access to this personal information: staff in the Marketing and Customer Engagement section, staff in the Web Presence Delivery Section of the Customer Operations Group and 2 staff in the Business and Information Management Solutions Group.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 1,120 individuals and businesses in Australia and abroad, and are kept in electronic media.

40. SNIPER MAILING LIST

The purpose of these records is to distribute information to the IP industry on IP related articles appearing in various periodicals.

Content may include: name, company name, and e-mail address.

The personal information in these records relates to: registered patent and trade marks attorneys, other IP Professionals, search firms and others who have opted into the mailing list. An opt-out message accompanies each alert.

The following agency staff have access to this personal information: staff members in the Marketing and Customer Engagement section, staff in the Web Presence Delivery Section of the Customer Operations Group and 2 staff in the Business and Information Management Solutions Group.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 490 individuals and businesses in Australia and abroad, and are kept in electronic media.

Audit, Evaluation and Risk Management Section

41. BUSINESS CONTINUITY CONTACT DETAILS

The purpose of these records is to be able to contact key staff for business continuity purposes should such an event impact IP Australia.

Content may include: name, residential address, residential and business telephone numbers and mobile numbers, residential and business email addresses.

The personal information in these records relates to: staff of IP Australia

The following agency staff have access to this personal information: staff members who are members of the Business Continuity Plan (BCP) Response Teams being the Team Leader (Executive or EL2), Alternate BCP Response Team Leaders (Executive, EL2, EL1), some key BCP Staff and the Business Continuity Coordinator.

The records are kept as long as the staff member is employed by IP Australia and in a BCP Response Team.

The personal information contained in these records may be disclosed to auditors under strict conditions.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to approximately 200 staff and are kept in both electronic and paper based media.

Professional Standards Board Secretariat

The Professional Standards Board Secretariat provides secretariat support to the Professional Standards Board for Patent and Trade Marks Attorneys (the Board) and to the Patent and Trade Marks Attorneys Disciplinary Tribunal (Tribunal). The Board and the Tribunal are agencies in their own right under the Privacy Act.

42. EXAMINATION AND REGISTRATION FILES

The purpose of these records is to meet the requirements in the *Patents Regulations 1991* and the *Trade Marks Regulations 1995* for the conducting of examinations, recognition of qualifications, and registration of patent attorneys and trade marks attorneys.

Content may include: name, address, gender, academic record, citizenship, employment certifications and character references.

Sensitive content may include: details of academic performance and previous convictions.

The personal information in these records relates to persons seeking registration as a patent attorney and/or as a trade mark attorney.

The following employees of IP Australia have access to this personal information: the Designated Manager (SES Band 3), the Secretary of the Board (EL 1) and 2 employees at the APS 5 level providing clerical support to the Secretary.

The records are kept permanently.

Some of this personal information is disclosed to the Board for its deliberations. Typically papers are provided to the Board members for their regular meetings, and these are returned to the Secretariat for destruction at the conclusion of meetings.

The names, addresses, phone numbers, fax numbers and e-mail addresses of registered patent and trade marks attorneys are published on the Board's website at <http://www.psb.gov.au> and in the *Official Journal of the Patent Office* and the *Official Journal of the Trade Marks Office*.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to around 2,930 individuals and are stored on computer and paper media. The registration of patent and trade marks attorneys are recorded on a secure registration database. Information relating to examinations passed and failed; exemptions; qualification addresses and status are maintained in the same secure database. The database is used to generate mailing lists to meet various requirements associated with registration, examinations and published lists of registered attorneys (see above).

43. DISCIPLINARY FILES

The purpose of these records is to meet the requirements in the *Patents Regulations 1991* and the *Trade Marks Regulations 1995* for the conduct of disciplinary actions against a registered patent attorney or registered trade mark attorney who is alleged to have:

- engaged in unprofessional or unsatisfactory conduct;
- been unqualified at the time of registration; or
- obtained registration by fraud.

Content may include: the name and address of the registered attorney complained about, and the name and address of the complainant.

Sensitive content may include: details of the registered attorney's professional dealings with the complainant, details of alleged unprofessional or unsatisfactory conduct and details of alleged fraud.

The personal information in these records relates to the registered attorney complained about and the complainant.

The following agency staff have access to this personal information: the Designated Manager (SES Band 3), the Secretary of the Board (EL 1) and 2 employees at the APS 5 level providing clerical support to the Secretary.

Some of this personal information is disclosed to the Board for its deliberations on whether or not to prosecute the matter. If the Board decides to prosecute the matter, some personal information will be provided to the Disciplinary Tribunal.

The records are kept permanently.

This information is usually disclosed to the Board for it to decide whether or not to prosecute the matter. If the Board decides to prosecute, some personal information will be provided to the Disciplinary Tribunal.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to around 60 individual cases and are stored on computer and paper media.

RECORDS ADMINISTERED IN THE CORPORATE SERVICES GROUP

Financial Services Section

44. CORPORATE CREDIT CARD REGISTER

The purpose of these records is to maintain a list of all staff who are corporate credit-card holders within IP Australia.

Content may include: name of card holder.

The following agency staff have access to this personal information: the cardholder and the Corporate Credit Card Administrator.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information – see head of entry for IP Australia.

The records relate to around 360 staff members and are kept in electronic media.

45. FINANCIAL MANAGEMENT AND INFORMATION SYSTEM (SAP)

The purpose of these records is to maintain a list of all financial customers and vendors with which IP Australia does business.

Content may include: name and business address of supplier or contact, and bank account details.

The following agency staff have access to this personal information: Financial Management staff and other business unit staff who undertake financial roles.

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information – see head of entry for IP Australia.

The records relate to an indeterminate number of individuals and are kept in electronic media.

46. CONTRACTS REGISTER

The purpose of these records is to maintain details of contracts entered into between IP Australia and other organisations/individuals, to facilitate the administration of the contracts and for financial reporting.

Content includes the contractor's name, address, phone, fax number, email address, history with IP Australia, cost and term of engagement.

Sensitive content may include: commercially sensitive information.

The personal information in these records relates to suppliers of goods and services to IP Australia.

The following agency staff have access to this personal information: staff in the Financial Services Section, and other IP Australia staff engaged in the contracting process.

The records are normally kept for seven years after completion of the contract.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to an indeterminate number of individuals and are kept in paper and electronic media.

47. FEE ALLOCATION AND NUMBER GENERATION (FANG) SYSTEM

The purpose of these records is to maintain a list of all financial customers relating to IP Australia's mainframe systems.

Content may include: name and address of supplier or contact person.

The following agency staff have access to this personal information: the database administrator, some staff in the Customer Operations Group, and Financial Management staff who have roles in relation to fee processing..

The records are kept indefinitely.

This information is not usually disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to an indeterminate number of individuals and are kept in electronic media or paper forms.

48. PURCHASING DATABASES

The purpose of these databases is to maintain details of actual purchases or potential purchases of goods and services by IP Australia, and to facilitate the administration of the purchasing and invoice payment functions.

Content may include the name of the supplier or the name of a contact in an organisation, a description of the goods and services, delegate and requesting officers, purchase order number and cost of goods and services.

The personal information in these records relates to individuals who supply goods and services to IP Australia, and to contacts within organisations.

The following agency staff have access to this personal information: staff in the Financial Services Section.

The records are normally kept for seven years after completion of the purchase.

This information is not normally disclosed to other persons or organisations.

Obtaining access to your personal information—see head of entry for IP Australia.

The records relate to an indeterminate number of individuals and are kept in electronic media.

Property & Services Section

49. PERSONAL SECURITY FILES

The purpose of these files is to administer and record the security clearances of IP Australia employees and contractors.

Content may include: full birth certificate, marriage certificate, decree nisi/decreed absolute, deed poll, academic qualifications, employment history, citizenship, immigration status, overseas travel records, passport(s), discharge certificate, address check, bankruptcy check, police check, ASIO assessment, referee contact, record of interview, foreign contact, security record and financial check.

IP Australia's security personnel and authorised delegates are the only persons who have access to this information and this is on a need to know basis.

Personal security files are kept for five years after separation from either the Australian Public Service, or six years after the date of the last security clearance check on file.

Individuals can obtain information regarding access to their personal information by contacting the Agency Security Adviser on security@ipaustalia.gov.au.

The records relate to an indeterminate number of individuals and are stored on hard copy files.

50. PERSONNEL ACCESS PASSES

The purpose of these records is to maintain a database which is used to administer and record employees and contractor access to and from buildings occupied by IP Australia.

Content may include: clearance level, company name (if other than IP Australia) and photograph of the individual.

IP Australia's security personnel are the only persons who have access to this information and this is on a need to know basis.

The access pass database records are kept for six years after the pass expires.

Individuals can obtain information regarding access to their personnel information by contacting the Agency Security Adviser on security@ipaustalia.gov.au.

The records relate to approximately 1,300 individuals and are stored on electronic media.

Human Resource Management Section

51. PERSONNEL RECORDS

See Appendix 1 in the list of PIDs at the [Office of the Privacy Commissioner's website](#) for a generic description of Personnel records held by Commonwealth agencies, including IP Australia.

ASSOCIATED AGENCIES

PLANT BREEDER'S RIGHTS ADVISORY COMMITTEE (PBRAC)

The Plant Breeder's Rights Advisory Committee (PBRAC) is an unincorporated body established by section 63 of the *Plant Breeder's Rights Act 1994* to advise the Registrar of Plant Breeder's Rights and the Minister on technical matters under that Act. As such, it appears to be an agency for the purposes of the Privacy Act: see paragraph (c) of the definition of *agency* in section 6 of the Privacy Act. Nevertheless, the PBRAC does not collect, or maintain records of, personal information. Files relating to the appointment/termination of PBRAC members, PBRAC meetings and other PBRAC work are held and maintained by the Strategy, Research & Ministerial Support Section of IP Australia. Several other IP Australia staff at EL 2 and SES Bands 1 to 3 levels have access to these files.

THE PROFESSIONAL STANDARDS BOARD FOR PATENT AND TRADE MARKS ATTORNEYS

The Professional Standards Board for Patent and Trade Marks Attorneys (Board) is an unincorporated body established by section 227A of the *Patents Act 1990*. As such, the Board appears to be an agency for the purposes of the Privacy Act: see paragraph (c) of the definition of *agency* in section 6 of the Privacy Act. Nevertheless, the Board does not collect, or maintain records of, personal information.

The *Professional Standards Board Secretariat* collects, and maintains records of, personal information relating to applicants for registration as patent and trade marks attorneys, and to registered attorneys. The Secretary of the Board and other Secretariat staff are all Commonwealth employees within IP Australia. They prepare meeting papers for the Board's deliberation, and collect these papers at the end of meetings for record-keeping and safe destruction.

Complaints about professional misconduct or unsatisfactory professional conduct of a registered attorney are made to the Secretary of the Board, who passes the matter to the Board for its consideration or undertakes other actions at the Board's direction.

THE PATENT AND TRADE MARKS ATTORNEYS DISCIPLINARY TRIBUNAL

The Patent and Trade Marks Attorneys Disciplinary Tribunal (Tribunal) is established by regulation 20.61 of the *Patents Regulations 1991*. The Tribunal is constituted by a person appointed to that statutory office, currently Ms Sigrid Higgins, a barrister at the NSW Bar.

The Board (see above) may commence proceedings before the Tribunal against a registered attorney ('prosecuted attorney') for professional misconduct, unsatisfactory professional conduct, being unqualified when registered, or obtaining registration by fraud. The Tribunal hears and determines the matter. A hearing by the Tribunal is conducted quickly and informally, while allowing for proper consideration of the matter. The Tribunal is not bound by the rules of evidence but may take evidence on oath. A hearing is in public unless the Tribunal decides that it is not in the public interest to do so, or because of the confidential nature of any evidence or matter before the Tribunal.

Parties may appear in person or be represented by legal practitioners. The Tribunal also has the power to allow a person other than a legal practitioner to represent someone. Parties may ask the Tribunal to summon witnesses. Witnesses summoned to appear must give evidence and produce documents mentioned in the summons. Where the prosecuted attorney is summoned, he or she must produce documents and give evidence to identify the documents.

Those summoned are subject to penalties: if they fail to appear or provide documents without reasonable excuse. A reasonable excuse is that the documents or answers to questions may tend to prove the person had committed an offence against a law of the Commonwealth or a State or Territory.

Further details of Tribunal proceedings and penalties can be seen at <http://www.psb.gov.au/complaints.htm>.