‘Minding Your Mind’ App - Privacy Policy

Effective Date: [1/12/2025]

Our research team at the University of Sydney’s Brain and Mind Centre take your privacy seriously. This policy applies to all interactions with the **Minding Your Mind app**. It outlines:

- What personal information we collect
- How we use your information
- How we share information
- Your rights and choices
- How we protect the information we collect
- Other important privacy information

Important Notice: Not a Crisis Service
This app is a research tool and is not a substitute for professional medical advice, diagnosis, or treatment. It is not a crisis support service and is not monitored 24/7. If you are in a crisis or feel you are in danger, please get help immediately. You can:

- Contact a crisis support service (e.g. Lifeline in Australia on 13 11 14, Kids Helpline on 1800 55 1800)
- Call your local emergency number (000 in Australia)

By using Minding Your Mind, you confirm you have agreed to the Terms of Use and have read and understood this Privacy Policy.

1. What personal information we collect

- **Account and profile information**: We collect personal information when you register for an account or modify your profile. This includes your email address, password, date of birth, age, sex, gender identity, work, and education status.
- **Information you provide us**: We collect and store basic demographic information as listed above. We will collect and store information you provide by responding to questions in your daily check-in, quarterly surveys, and goal-setting questions. We will also collect and store your Apple HealthKit data **with your explicit permission**, including automatically recorded data (e.g., step count, heart rate) and user-inputted data (e.g., height, weight). You can manage or revoke this permission at any time in your device's settings.
- **Your use of Minding Your Mind**: When you access the app, we **collect and store** certain usage data. This includes types of content you view or engage with, the frequency and duration of your activities, and your progression through content.

- **Other**: We constantly strive to improve Minding Your Mind. If we collect materially different personal data or materially change how we use your data, we will notify you and may also modify this Privacy Policy.

2. How we use your information

a) How we use your data to personalise the app

- **Provide and personalise Minding Your Mind**: We personalise your app experience by using your survey responses and Apple HealthKit data (if you've given us permission) to suggest strategies relevant to your unique needs and experiences.

b) How we use your data for research

- **Contact you during a research trial**: If you have consented to participate in a research trial, we may use your contact information to communicate with you about the trial.
- **Conduct research and evaluation**: Your data will be used to test, evaluate, and improve the Minding Your Mind app, or to help us develop new, related apps. We may also conduct audits and troubleshooting activities for quality improvement of the app.
- **Publish research results**: Your data will be analysed by our team at the Brain and Mind Centre and used in reports in a summarised, aggregated format. When we publish or present the results of this research, we will only report group-level information. This means no one will be able to identify you personally. Reporting may include peer-reviewed scientific papers, research reports, conference presentations, public talks, and media releases. In accordance with the terms of the Medical Research Future Fund, results will also be included in mandatory progress reports.
- **Grounds for processing your information**: We process your personal information for the above purposes on the following grounds:
    - **Consent:** You have consented to the collection and use of your information to allow the app to operate and provide a personalised experience. You can withdraw your consent to participate in research at any time before data analysis begins by contacting us at minding-your-mind@sydney.edu.au. After this point, your data will be de-identified, and we cannot withdraw it.
    - **Legal obligation:** We may have a legal obligation to use your personal information to comply with regulations, a court order, or a binding law enforcement request.
    - **Legitimate interests:** We have a legitimate interest in using your personal information to:
        - Analyse and ongoingly improve the quality of Minding Your Mind.
        - Conduct and publish research to understand factors associated with mental health trajectories in help-seeking individuals.

- Anonymise and subsequently use anonymised information.

3. How we share information

Our team at the University of Sydney's Brain and Mind Centre has a longstanding collaborative partnership with Cogniss, a software company that specialises in Human Transformation Technology. The Minding Your Mind app was built on the Cogniss platform. Your information is collected and stored on the Cogniss platform, where it is accessible to authorised Cogniss employees for technical support and platform maintenance. It is shared with named researchers from the Brain and Mind Centre for the purposes of evaluating the app, as explained in the Terms of Use. Your contact information and the data you enter into the app are stored in separate, **password-protected** files on both Cogniss and University of Sydney servers to maintain confidentiality. Your personal information is not shared in any other way, except as described below.

- **Other research studies**: With your permission, the data collected may be used in future research studies, which will require separate ethics approval. For users who consent to data linkage, we may link your research data from this app with data from other studies run by the Youth Mental Health and Technology Research Team at the Brain and Mind Centre, or other relevant studies conducted by key collaborators.

4. Your rights and choices

- **Data retention**: Data is retained on both Cogniss and University of Sydney servers. Data is retained on Cogniss servers only as long as necessary to fulfil the purposes for which it was collected, or as required by law. Research data is downloaded onto **password-protected** servers at the University of Sydney and kept indefinitely.
- **Data Deletion**: You can close your account at any time. When you request to delete your account, we will anonymise your personal data so that it no longer identifies you.
- **Rights to access and control your personal data**: You may have the right to access, update, change, or delete your personal information.
    - **Delete Data:** You can ask us to delete your personal data.
    - **Change or Correct Data:** You can edit your profile data through your account or ask us to correct inaccuracies.
    - **Object to, or Limit or Restrict, Use of Data:** You can ask us to stop or limit our use of your personal data.
    - **Right to Access and/or Take Your Data:** You can ask us for a **copy** of your personal data. You can exercise these rights by contacting us: **minding-your-mind@sydney.edu.au**.

5. How we protect the information we collect

The Cogniss platform maintains administrative, technical, and physical safeguards to protect your personal information. Data used for research is downloaded onto secure **University** of Sydney servers and retained only on these **password-protected** servers. To maintain confidentiality, your personal contact information is kept in separate, **password-protected** files.

6. Other important privacy information

- **Changes to this policy**: We will update this Privacy Policy from time to time. If we make material changes, we will notify you through the app, email, or a push notification before they take effect.
- **Ethics and Governance**: All research is overseen by the Ethics Review Committee (RPAH Zone) of the Sydney Local Health District prior to commencement and is compliant with:
    - *National Statement on Ethical Conduct in Human Research (2023)*
    - *Australian Code for the Responsible Conduct of Research (2018)*

    Research is monitored on an ongoing basis using established governance processes. If you have any complaints about the conduct of this study or questions about your rights as a research participant, you may contact:

    Ethics Review Committee (RPAH Zone) of the Sydney Local Health District. Contact the Executive Officer on **(02) 9515 6766** or SLHD-RPAEthics@health.nsw.gov.au and quote protocol number **X24-0175**.
- **How to contact us**: If you have queries about this Privacy Policy, the app, or the research, please contact the research team at **minding-your-mind@sydney.edu.au**.