

## PRIVACY POLICY

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<b>Authorised By:</b>	Vice-Chancellor and President	<b>Date Authorised:</b> 22/08/2001
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Any person who requires assistance in understanding any aspect of this document should contact Student Policy and Appeals on +61 8 83037503 or +61 8 83037572.

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This Policy should be read in conjunction with the University's Privacy Management Plan for Personal Information. The Plan applies the principles of the Privacy Policy to the management of personal information in the University.

### 1. OVERVIEW

The University recognises its responsibility to collect, manage, use and disclose personal information in accordance with prevailing community standards of best practice.

### 2. SCOPE

The University Privacy Policy applies to personal information collected and held by Adelaide University and the people employed or engaged by the University. This Policy covers personal information pertaining to prospective, current and former students and current and former staff, and associates of the University. Personal information does not include information about an individual that is contained within publicly available publications, or information about a person who has been deceased for more than 30 years.

Any hardcopy or electronic record created by a University staff member in the course of their duties is an official University record and is, therefore, covered by this Policy.

### 3. DEFINITIONS

In this Policy, the expression "personal information" is used to describe any information or opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion, and

may include name, address, date of birth and staff or student identification number. This includes personal information pertaining to current and former students, current and former staff, and associates of the University.

In this Policy, the expression "sensitive information" is used to describe personal information relating to racial or ethnic origin, religious and philosophical beliefs, sexual activities, political affiliations, disabilities and medical conditions.

## **4. POLICY**

### **4.1 Manner and purpose of personal information collection**

(a) Personal information: Personal information will only be collected if it is required for a lawful purpose directly related to a function or an activity of the University, or if the collection of the information is required by law.

(i) The University will take all reasonable steps to ensure that personal information collected and held by the University is accurate, authentic and reliable.

(ii) The University will take reasonable steps to inform individuals of how it will use the information it has collected.

(iii) The University will take reasonable steps to inform individuals of the implications of providing and of not providing the information.

(b) Sensitive information: The University will only collect sensitive information as required by law or with the individual's consent.

### **4.2 Solicitation of personal information**

(a) The University will solicit personal information directly from the individual concerned except where the individual authorises otherwise, or in cases where the individual would be disadvantaged if the information were not gained from another source.

(b) The University may solicit personal information from a source other than the individual concerned if the individual is reasonably suspected of being or having been engaged in unlawful activity.

### **4.3 Storage and security of personal information**

(a) The University will take reasonable steps to ensure that personal information is protected by all reasonable safeguards against loss, unauthorised access, use, modification, disclosure or any other misuse.

(b) The University will ensure that personal information is kept for no longer than is necessary for the purposes for which it may lawfully be used. Records will be disposed of securely and in accordance with any requirements for the retention and disposal of personal information.

(c) The University will maintain a Privacy Management Plan for student and staff information to document classes of personal information held by the University. The Privacy Management Plan will contain the following information:

- (i) the classes of individuals about whom records are kept
- (ii) the sources of personal information held
- (iii) purpose and types of personal information collected and held
- (iv) the period for which personal information is retained
- (v) who will have access to personal information

#### **4.4 Access to records**

The University will take reasonable steps to allow an individual to access the personal information it holds about them and to correct inaccurate information as appropriate.

#### **4.5 Use and disclosure of personal information**

(a) Personal information collected and held by the University will only be accessed and used by people employed or engaged by the University as required in the fulfilment of their duties and in a manner consistent with the original purpose stated at the time of collection. Information may be disclosed in the following instances:

- (i) with the individual's written consent, or
- (ii) to reduce or avoid a threat to an individual's life, health or safety or a serious threat to public health and safety, or
- (iii) when the use or disclosure is required or is specifically authorised by law, or
- (iv) if the individual is reasonably suspected of being engaged in current or past unlawful activity, and the personal information is disclosed as a necessary part of the investigation or reporting the matter, or
- (v) as required by law to certain government departments and statutory bodies including Centrelink, the Department of Immigration and Multicultural Affairs, the Department of Education, Training and Youth Affairs, the Australian Taxation Office, Medical Board of South Australia and their successor bodies.

(b) Third parties to whom the University releases personal information are required to abide by the principles contained in the University's Privacy Policy.

## **5. RESPONSIBILITIES**

- (a) Human Resources (HR) is responsible for ensuring new staff members receive a copy of the Policy.
- (b) The Division of the Vice-President (Services and Resources) is responsible for ensuring that all students and all current staff members have access to the Policy.
- (c) All individuals employed and engaged by the University are responsible for adhering to the provisions of the Policy.

## **6. PROCEDURES**

- (a) The Policy will be included in the information package provided to all new members of staff.
- (b) All managers will be responsible for the implementation of the Policy in their area.
- (c) The Policy will be available on the University's Policy website at [www.adelaide.edu.au/policies/62](http://www.adelaide.edu.au/policies/62)
- (d) The Policy will be promoted in the Rules and Procedures section of the Student Guide and Timetable, or other appropriate publications, each year.
- (e) The Policy will be included in PeopleSoft training where appropriate, and reflected in the documentation of business processes.
- (f) Any student whose personal information has been collected, used or disclosed in a manner not consistent with the Policy may complain according to the Policy and Procedures for the Prevention, Handling and Resolution of Student Complaints available at the Student Centre or through the Centralised Library of University Documents.
- (g) Any staff member whose personal information has been collected, used or disclosed in a manner not consistent with the Policy may complain according to the Individual Staff Grievance Settlement Procedures available at the HR website.