

PRIVACY POLICY

Category	Governance
Policy Owner	General Counsel
Last review	November 2024
Next review	November 2029
Approved by	Vice Chancellor
Effective date	November 2024

1. PURPOSE

The purpose of this Policy is to establish procedures and guidelines for:

- a) The collection, use and disclosure of personal information by the University; and
- b) Access by individuals to Personal Information held by the University.
- c) Mandatory Reporting Requirements

2. POLICY

The procedures for the collection, use and disclosure of Personal Information and the access to and correction of, Personal Information and the use of unique identifiers must comply with the Principles of Privacy Act 2020.

The University will appoint Privacy Officers for staff and students respectively, with responsibilities for University's compliance with these principles, and to deal with requests for access.

All requests made under the Official Information Act 1982 are deemed to be a request made pursuant to with section 1(b) of Principle 6 of the Privacy Act 2020.

Privacy breaches are notifiable to both the Privacy Commissioner and affected individuals as soon as practicable if the breach has caused or is likely to cause "serious harm." The Privacy Commissioner should be notified about a breach no later than 72 hours after the University is aware of a notifiable privacy breach. If you become aware of any privacy breach that has occurred, you must immediately notify a University Privacy Officer: for matters related to staff contact the Group Director – People & Culture, and for matters related to students, contact the Group Director – Student Services & Administration.

[NotifyUs](#) can be used to work out if privacy breaches are notifiable and to report a breach to the Office of the Privacy Commissioner. Discuss with the University's General Counsel to determine whether notifying to the Privacy Commissioner is required.

The University Privacy Officers are responsible for ensuring that the University's obligations under the Privacy Act 2020 are met and for working with the Privacy Commissioner to develop appropriate protocols, policies, and procedures. The Group Director people and Culture is the Privacy Officer for staff. The Group Director Student Services and Administration is the Privacy Officer for Students.

3. DEFINITIONS

Employee: means an individual employed by the University and for the purposes of this Policy extends to current and past employees of the University.

Personal Information: means information about an identifiable individual. The fact that person is employed by the University in a particular position, and his or her name is a matter of public record and not information subject to the requirements of this Policy.

Student: means a person who has applied to enrol, or a person who is enrolled at the University.

4. SCOPE

All Employees, Students and people and organisations who are contracted to work at the University.

5. LEGISLATION

6. LEGISLATION AND COMPLIANCE

The University is an organisation subject to the [Official Information Act](#) 1982. Accordingly, the University must comply with that legislation in dealing with requests for information.

The University is an Agency for the purposes of the [Privacy Act 2020](#). Accordingly, the University must comply with that legislation in relation to Personal Information held by the University.

8. RELATED PROCEDURES/DOCUMENTS

Personal Information Procedures

9. DOCUMENT MANAGEMENT AND CONTROL

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