

## University of New England Privacy Statement

The University will collect personal information, manage and use it, and disclose it in a way that complies with relevant legislation. The NSW State Information Protection Principles\*(1) and the National Privacy Principles\*(2) will underpin all aspects of the University's dealings with personal information. This policy shall apply to the University, its controlled entities and its affiliated bodies\*(3).

The following statements are intended to communicate simply and clearly the University's intentions; a more comprehensive statement is found in the UNE Privacy Management Plan.

### **In collecting personal information the University will:**

- only collect information for lawful purposes related to its function;
- only collect the information that is necessary and by lawful means;
- where possible only collect personal information that is provided by the individual to whom the information relates, collecting in a way that is not personally intrusive;
- where information is provided by someone else, ensure that collection has been authorised by the individual concerned, or by someone who is legally authorised to provide it on their behalf; and
- notify the individual concerned that personal information is being collected, either at the time of collection or as soon as practicable afterwards.

### **The University will declare to individuals from whom information is collected:**

- the purpose for collecting the personal information;
- whether or not the collection is voluntary and any consequences for not providing it;
- how the information is to be held and the intended recipients;
- the name and address of any agency used to collect information on the University's behalf; and
- how individuals can obtain access to their information, check it for accuracy and completeness, and make application to correct it.

### **The University will manage personal information responsibly by:**

- taking reasonable steps to ensure that personal information held is relevant to the purpose for which it was collected, accurate, up to date and not misleading;
- retaining personal information for no longer than necessary; then disposing of it securely in accordance with approved methods;
- protecting it from loss or unauthorised access, use, disclosure, or misuse; and from unauthorised modification;

- taking reasonable steps to prevent its disclosure without authorisation by external service providers; and
- only disclosing personal information outside the University or its affiliated bodies where:
  - its disclosure has been consented to by the individual to whom it relates; or
  - its disclosure is required by law and requested in an authorised written form; or
  - it is reasonably believed to be necessary to prevent or lessen a serious threat to life or health of any person.

\*(1) In the Privacy and Personal Information Protection Act 1998 (NSW)

\*(2) In the Privacy Act 1988 (Commonwealth) as amended in the Privacy Amendment (Private Sector) Act 2000

\*(3) Controlled entities and affiliated bodies are listed in the UNE Privacy Management Plan