

# University of New England Information Technology Directorate

## Internet Data Privacy Protection

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**Title: Internet Data Privacy Protection**

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**References:**

Original Approved By: VCC

Date: 12 December 2000

Revision No:

Approved By:

Date:

Reference Authority: Chief IT Officer, Information Technology Division

Authors: Paul Robinson

Related Policies and Documents:

File Name:

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**Introduction:**

With the implementation of proxy authorisation and charge back for Internet access it is important that the University clarify its position with respect to personal privacy and University access to the information gathered from the Internet access logs. It is the intention of the University not to divulge information, available from Internet access logs, such that the identification of any individual who accessed any particular URL would be permissible.

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**Policy:**

1.	The "System Administrator" shall be the only person to have access to the detail of the proxy logs files.
2.	The log files will be stored on a secure system that is not accessible by anyone other than the System Administrator
3.	For the purpose of charging internet usage by volume, a summary of usage will be generated each day. This summary will comprise only the total megabytes downloaded for each username. No URL information will be published.
4.	Detailed URL information will not be released to persons within or outside the University, except in association with: <ul style="list-style-type: none"><li>· a proper request from an appropriate law-enforcement officer investigating an apparently illegal act;</li><li>· a proper request from an authorised University staff member investigating an apparent breach of University rules;</li><li>· a court order, or</li><li>· a relevant statute.</li></ul>
5.	Release of such information other than in such circumstances constitutes serious misconduct and may be dealt with accordingly.

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**Procedures:**