



### **Collection Notice – Personal Information - Covid Safe University**

In accordance with NSW Government requirements, UNE will be collecting personal information from staff, students and visitors in order assist with contact tracing. UNE will manage your information in accordance to our obligations under the *Privacy and Personal Information Protection Act 1998* (NSW) and UNE's Privacy Management Rule.

**When this notice applies:** UNE will be collecting information from staff, students, or visitors when they enter the campus until further directions or guidance is provided by the NSW Government.

**Information UNE collects:** Name (first name, surname), contact number, email address (UNE email preferred), date and time of entry into class/building.

**What happens if I do not wish to provide my personal information?** To enter the UNE premises, including its buildings and classrooms, all staff, students and visitors MUST provide the relevant contact information for COVID-19 contact tracing purposes. Failure to comply with this condition may result in restrictions to your campus access.

**Providing false information:** Providing information that you know to be false may constitute a breach of the University's Code of Conduct and the Student Behavioural Misconduct Rules and attract penalties.

**How UNE collects this information:** Information is collected at entry points to classes and buildings via automated card entry systems, Wi-Fi use and physical sign on sheets.

**What happens if I decide to utilise the QR code?** At some entry points there will be the option to use QR codes issued by the NSW Government. To utilise this check in method individuals will need to download the Services NSW App and should consult the Privacy information available via the Service NSW website: <https://www.service.nsw.gov.au/transaction/check-covid-safe-business-service-nsw-app>.

UNE will not have access to the data collected via this method, and will not be responsible for its management or security.

**To whom will UNE disclose your personal information?** Only authorised UNE staff will have access to your personal information. In the event of a positive Covid result, personal information of affected individuals will be sent to NSW Health and any other government agency as required by law.

Individuals will be contacted and advised if they have had casual or close contact with an individual who records a positive result, including the date this occurred. Personal details of individuals who test positive will not be disclosed to the wider UNE community unless required by law.

Personal information will not be used for any other purpose or disclosed to third parties.

**How will your personal information be stored and for how long:** Your information will be stored securely in the official university records management system for at least 28 days and then destroyed.

**How can you access or correct your personal information:** You can access the personal information collected about you or make corrections by contacting the Return to Campus Team on [returntocampus@une.edu.au](mailto:returntocampus@une.edu.au) or the UNE privacy Officer via [privacy@une.edu.au](mailto:privacy@une.edu.au).



**Concerns and Complaints:** Please send any feedback on the return to campus plan to the Return to Campus Team on [returntocampus@une.edu.au](mailto:returntocampus@une.edu.au).

Details on the management of personal information at UNE can be found in the [Privacy Management Rule](#). For further information regarding privacy or to make a complaint please contact the UNE Privacy Officer via [privacy@une.edu.au](mailto:privacy@une.edu.au).