

# UNSW@ADFA Privacy Information

The NSW Privacy and Personal Information Protection Act 1998 (“the Act”) introduced a set of principles to regulate the way public sector agencies, such as UNSW, deal with private information.

This document is intended only as a brief introduction to the subject of privacy in the University. The University Privacy Management Plan and other privacy information is available online at [www.unsw.adfa.edu.au/student/privacy](http://www.unsw.adfa.edu.au/student/privacy) .

## Personal Information

Personal information is defined in the Act as being information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from that information or opinion. Personal information includes, for example, names, addresses, telephone numbers, dates of birth, medical records, student ID, passport numbers and body samples.

There are circumstances in which, under the Act, information about an individual is not considered to be personal information, including:

- when it relates to a person who has been dead for more than 30 years;
- when it is contained in a publicly available publication; and
- when it refers to a person's suitability for employment as a public sector official.

Hence, in the context of UNSW, staff referees' reports, names and awards shown in graduation programs, and staff or student details published on an authorised University website, for example, are not considered to be personal information for the purposes of the Act.

## Privacy at UNSW

Administrative operations related to the teaching and research activities of the University require the collection and retention of personal information, in particular for staff and student records.

The Act allows individuals to request access to information about themselves or to request that information about themselves be amended to ensure that their records are accurate, complete and not misleading. The University has mechanisms in place to handle routine requests from individuals for copies of their academic transcripts, or for corrections to personal details. In other cases requests for access to personal information should be addressed to the Manager, Student Administrative Services, UNSW@ADFA in the first instance.

Personal information is not released outside the University, except in response to a legal requirement such as a subpoena or when the student has given written permission for the information to be released. In all circumstances, the University is conscious of its obligations under the Act. As a general practice, information about a student or member of staff at UNSW is not disclosed to a third party without the individual's consent.

### **Disclosure of Personal Information to Defence**

Upon request, UNSW will release personal information concerning a Defence funded student to the Department of Defence, or its agents, once the student has completed a Privacy Disclosure form.

### **Complaints**

The Act makes provision for an individual whose privacy has been breached by the University to request an internal review. Advice on applying for a review should be sought from the Privacy Officer.

There is no fee for lodging such an application, but the applicant may be charged fees for the conduct of the review.

Complaints can also be made directly to the Privacy Commissioner, although individuals are encouraged to approach the Privacy Officer in the first instance.

### **Responsibilities**

Overall responsibility for privacy of personal information at UNSW resides with the Registrar and Deputy Principal. Day-to-day responsibility has been delegated to the UNSW Privacy Officer. Day to day responsibility for privacy at UNSW@ADFA is vested with the Manager, Student Administrative Services.

### **Contact**

Advice or information relating to privacy at UNSW@ADFA may be obtained from the Manager, Student Administrative Services (Email [student.admin@adfa.edu.au](mailto:student.admin@adfa.edu.au) or by Telephone 02 6268 6000).

Advice or information on the Privacy and Personal Information Protection Act or its implementation may be obtained from the UNSW Privacy Officer:

The UNSW Privacy Officer  
Policy Management Unit  
UNSW Sydney NSW 2052  
Phone: (02) 9385 2860  
Fax: (02) 9385 2000  
Email: [privacy@unsw.edu.au](mailto:privacy@unsw.edu.au)