



The University of Sydney

## University Privacy Policy

**Approved by:** The Vice-Chancellor and Principal on 28 June 2000.  
**Latest amendment approved by:** Senate on 6 August 2007  
**Date of effect:** 6 August 2007  
**Contact:** The Manager, Archives & Records Management Services

The University will collect, manage, use and disclose personal information in accordance with all relevant legislation and standards. The Information Protection Principles contained in Part 2 of the NSW *Privacy and Personal Information Protection Act 1998*, except when qualified by any relevant Codes of Practice, will underpin all matters related to personal information in the University.

The University will:

- only collect personal information for lawful purposes;
- when reasonably possible, only collect personal information from the individual to whom it relates;
- only collect such information as is reasonably necessary;
- notify the individual concerned when it collects personal information either at the time of collection or as soon as practicable thereafter;
- state what the personal information will be used for;
- state who will receive the personal information;
- state if the collection is voluntary, and the consequences for individuals if it is not, or only in part, provided;
- provide contact details regarding who to contact regarding access to and correction of the personal information;
- take reasonable steps to ensure that personal information holdings are relevant, not excessive, accurate, up to date, complete and that the collection does not unreasonably intrude on the personal affairs of individuals;
- retain personal information for no longer than is necessary and then dispose of it lawfully and securely;
- protect personal information from loss, unauthorised access, use, modification or disclosure or other misuse;
- ensure that all reasonable steps are taken to ensure that personal information is not used or disclosed without authorisation by external service providers;
- not disclose personal information outside the University or its affiliated student bodies except where:
  - the subject of information has consented to the disclosure, or has been notified of the likelihood of the disclosure; or
  - the University is required by legislation, court order or other legally enforceable instrument and the request is not in an appropriate written form; or
  - disclosure is reasonably believed to be necessary to prevent or lessen a serious and imminent threat to the life or health of any person

otherwise and to the extent permitted by the *Privacy and Personal Information Protection Act 1998*.

In no other circumstances will personal information be disclosed.