POLICIES AND PROCEDURES

Policy Title: Statement on Confidentiality of Personal Student Information

Descriptors: 1) Confidential  2) Student

Category: Student Affairs

1. Title
   Statement on Confidentiality of Personal Student Information

2. Purpose
   This policy pertains to the retention of personal information with regard to students.

3. Organisational Scope

4. Policy Statement
   None Given

5. Definitions
   None Given

6. Principles
   This is a statement of the University's policy in relation to the student personal information which we hold about you.

7. Content
   Students are entitled to protection of their privacy, as are staff and others who might have dealings with the University. The University subscribes to, but is not bound by, the provisions of the Privacy Act 1988 (C’th). Privacy considerations apply to a great deal of information the University may hold about students, including factual personal data (address, age, enrolment status, etc), academic progress (examination
results, evaluation and assessment and academic standing) and personal welfare (family matters, medical matters, financial matters, etc).

University staff may require access at times to personal information about students. To the extent that the information is private, the University will restrict access to those staff who may need the information in order to carry out their responsibilities in the personal and/or academic interests of students.

Other than to confirm that you are, or have been, a student at the University, the University will not disclose personal information about you to another student, to people outside the University (other than in accordance with any legal or academic obligations) or to staff who have no need of access to the information, unless you tell us, in writing, that you have given permission.

There are some exceptions to the general application of this policy, some of which are obligations imposed on us by law. These include the following:

- we inform Centrelink (for Abstudy and Austudy) of your enrolment details (but not your results);
- we release statistical information to the Department of Employment, Education, Training and Youth Affairs, (DETYA);
- we tell the Australian Taxation Office (ATO) about your HECS liabilities each semester (you consent to this by signing your Payment Options form);
- if you are an overseas student we give the Department of Immigration and Multicultural Affairs (DIMA), Aus Aid, IDP Education Australia and DETYA certain information which we are required to release;
- we may be asked to provide information to the Department of Family and Community Service Centre;
- if you are alleged to have committed an offence, we may be requested to assist the police or other authorised persons by providing personal information about you for the enforcement of the law;
- if you transfer to another tertiary institution we may release to that institution information about your academic progress at this University, although normally you will have consented to this in your application to the new institution;
- a minimum amount of non-academic information may be released to the Student Guild about students who join the Guild to assist the Guild to offer appropriate facilities;
- disclosure as necessary to prevent or lessen a serious and imminent threat to the life of health of the student or of another person.
8. Reference

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<th>Policy Code:</th>
<th>SA002</th>
<th>File Number: 95/3234</th>
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<tbody>
<tr>
<td>Originator:</td>
<td>Manager, Student Strategy, Student Service Centre</td>
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<td>Revision Date:</td>
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9. Contact Information

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