

***Privacy***

***Purpose***

This privacy policy outlines the personal information handling practices of the Student Associations of the Australian National University.

***Overview***

The Privacy Act 1988 (Cth) (‘Privacy Act’) requires the Associations to have a privacy policy. This policy will be updated should our personal information handling practices change. The specific legal obligations of the Associations when collecting and handling your personal information are outlined in the Privacy Act and in particular in the Australian Privacy Principles in Schedule 1 of that Act.

***Scope***

This policy applies to the Student Associations of the Australian National University (ANU) **“Associations”** refers to ANUSA, PARSA & ANUSM (Woroni).

***Definitions***

**Personal information** means information or an opinion about an individual who is identified, or who can reasonably be identified, from the information, whether or not the information or opinion is true or recorded in a material form, and includes sensitive information; and

**Sensitive information** means information or an opinion that is also personal information, about a person’s racial or ethnic origin, political opinions, memberships of political, professional and trade associations and unions, religious and philosophical beliefs, sexual orientation or practices, criminal history, health information, and genetic and biometric information.

***Policy statement***

We collect, hold, use and disclose your personal information to enable us to meet legal obligations and for a range of internal Association purposes. These include:

1. for **students**, to administer your admission, enrolment, academic progress, academic integrity, discipline, graduation, accommodation, access to University facilities and services, library loans, fees, visa, immigration, taxation and financial support purposes, and in relation to graduates, for alumni activities;
2. for **employees, visitors and sub-contractors**, to administer pay, entitlements, performance, access to University facilities and services, visa, immigration and taxation purposes, and in relation to work health and safety, or rehabilitation and compensation matters.

Sometimes material that contains your personal information is created by us when we perform some of our internal processes, such as academic assessment or performance evaluation processes. This material is also protected and handled in accordance with this privacy policy.

We may also collect, use or disclose personal information in situations where it may be impracticable to obtain your consent or give you prior notice, if we reasonably believe it is necessary to do so, such as:

* to lessen or prevent a serious threat to life, health or safety;
* when we are required or authorised to do so by or under a law;
* to take appropriate action in relation to suspected unlawful activity or serious misconduct;
* to assist authorities to locate a person reported as missing;
* establishing or defending a legal or equitable claim, or participating in a confidential dispute resolution process; or
* for enforcement related activities conducted by, or on behalf of, an enforcement body.

***Collection of personal information***

The Associations collect a wide range of personal information in the course of its operations, for purposes that are directly related to their core functions or activities. We may collect personal information about you:

1. because we need it to provide a service you have requested – such as seeking legal assistance on a personal matter or providing you with information about applying to assistance on a matter or employment purposes;
2. because you have provided it to us – by applying for a position as an employee, participating in or commenting on online forums, registering to attend an event, asking us a question or making a complaint;
3. because of your previous relationship with an Association – through our alumni relations and philanthropy activities;
4. because we are required by law to collect it – for example because of taxation and Superannuation laws.

At all times we aim to collect only the information we need for the particular function or activity we are carrying out. We may not be able to provide the assistance or services you seek if you do not provide us with personal information when we request it.

***Collecting sensitive information***

Sometimes we may need to collect sensitive information about you, for example, if you use the Associations legal or student assistance services, if you make a complaint to or about an Association, if you apply for employment with an Association, or to facilitate activities in relation to employment law or the *Work health and Safety Act 2011 (ACT)*

***Collection from people other than you***

In the course of our day to day activities as an employer and when providing services to you, we may collect personal information about you indirectly from publicly available sources, or from third parties you have authorised to disclose your information.

***Anonymity***

Where practicable and lawful, we will allow you to interact with us anonymously or using a pseudonym. However, for most of our functions and activities we usually need your name and contact information or your University ID number, and enough information about the particular matter to enable us to respond to your inquiry, request or complaint.

We may host or manage some publicly accessible blogs and other interactive media. If you choose to interact with these media, you can do so anonymously or using a pseudonym.

***Collecting through websites***

The Associations use the ANU's IT and Information Infrastructure and Services (IIS) to conduct their official business. When you look at Association websites the ANU server makes a record of your visit and logs some or all of the following information:

* your browser’s internet address;
* the date and time of your visit to the site;
* the pages you accessed and documents downloaded;
* the previous site visited;
* the type of browser you are using; and
* the username entered if accessing a restricted site.

The ANU uses this information for statistical purposes and for system administration tasks to maintain this service. The ANU does not attempt to identify individuals however in the unlikely event of an investigation, the University, a law enforcement agency or other government agency may exercise its legal authority to inspect our server’s logs.

Entry to some ANU web services is restricted by user log-in protocols. We require you to use your University ID to access these sites to help the ANU to keep the information accessible through these sites secure from unauthorised alteration, use or disclosure, to resolve problems with their IT systems, and to keep an auditable record of who has accessed this information.

***On-campus IT infrastructure, and remote IT access***

If you use any ANU IT infrastructure that requires you to log-in using your University ID, the ANU may use that information to identify and resolve problems with our IT systems, and to keep an auditable record of who has accessed their IT systems for security purposes.

***Building access***

If you enter an Association building or room that requires you to swipe your University ID card to gain entry, we may collect and use that information to keep an auditable record of who has had access to our locations for safety and security purposes.

***Social Networking Services***

We sometimes use social networking services such as Twitter, Facebook and YouTube to communicate with the public about our activities or achievements. If you choose to communicate with us using these services we may collect your personal information, but we will only use it to communicate with you. The social networking service may also collect or handle your personal information and use it for its own purposes. These services have their own privacy practices and policies. The Associations are unable to regulate the actions of those services. This policy does not apply to the acts or practices of those services.

***Email lists***

We collect your non-ANU email address (and other contact details) when you apply for employment. We only use this information to contact you for administrative purposes related to your engagement with us.

If you register to attend an event, we usually collect the contact details you provide at registration to communicate with you about the event you registered for.

***Use and disclosure***

We generally use or disclose personal information only with your consent and for the purpose we collected it, unless you consent to us using or disclosing it for a different purpose. We generally do not disclose personal information about students to a student’s relatives without the student's consent.

Sometimes we may use or disclose your personal information in circumstances where you would reasonably expect us to use or disclose it, the Privacy Act permits the disclosure, and it is impracticable to obtain your consent.

We will take reasonable steps to ensure that any third parties who receive your personal information from an Association are bound by substantially similar privacy standards and obligations as the Associations.

Common situations in which we disclose personal information include:

* in relation to certain student assistance and/or legal matters,
* releasing information pursuant to University Statutes, Rules, Orders, policies and procedures, or pursuant to a contractual obligation to which you have agreed;
* reporting to the Australian Tax Office about income tax matters;
* reporting to Australian Government Departments with portfolio responsibility for social security and/or veterans’ entitlement matters about a person’s income or a student’s attendance if we are legally required to do so;
* reporting to Australian Government Departments with portfolio responsibility for child support matters about a person’s income if we are legally required to do so;
* if you are not an Australian citizen, reporting to Australian Government Departments with portfolio responsibility for migration and immigration, employment, higher education, research and technology, and related matters;
* if we are required by law to disclose the information.

We may disclose personal information to an external review body if you seek an external review of an Association employment decision or make a complaint to an external complaint handling body such as the Fair Work Ombudsman.

If you make a complaint or report an incident to us about another person at an Association, in some circumstances we may be required to disclose some of your personal information to the person about whom you have made a complaint. It may be that sometimes we are unable to act on your complaint or allegation unless you consent to this kind of disclosure. We will assess and handle complaints about the conduct of Association employees and elected officials members in accordance with Association, Policies and Procedures, and any applicable laws.

***Disclosure of sensitive information***

We only disclose your sensitive information for the purposes for which you gave it to us, or for directly related purposes you would reasonably expect, or if the Privacy Act allows us to disclose it, or if you agree.

***Quality of personal information***

We take reasonable steps to ensure that the personal information we hold is accurate, up to date and complete by:

* asking you to update or confirm that your details are correct when you use our human resources or student assistance recording systems;
* recording information in a consistent format;
* where necessary, confirming the accuracy of information we collect from a third party or a public source;
* adding updated or new personal information to existing records.

***Storage and security of personal information***

We take reasonable steps to protect the security of the personal information we hold from both internal and external threats by regularly assessing the risk of misuse, interference, loss, and unauthorised access, modification or disclosure. Measures taken may be physical, electronic, or procedural. Association employees and elected officials are advised to treat personal information with care, and in accordance with this Privacy Policy and other applicable laws.

***Access and correction of your personal information***

You have the right under the Privacy Act to ask for access to your personal information that we hold, and ask that we correct that personal information. You can ask for access or correction by contacting us and we will respond within 30 days.

If you ask, we will give you access to your personal information unless there is a law that allows or requires us not to. We will take reasonable steps to correct your personal information if we consider it is incorrect, unless there is a law that allows or requires us not to. We will ask you to verify your identity before we give you access to your information or correct it, and we will try to make the process as simple as possible. If we refuse to give you access to, or correct, your personal information, we will notify you in writing setting out the reasons for refusal.

If we make a correction and we have disclosed the incorrect information to others, you can ask us to tell them about the correction. We will do so unless there is a valid reason not to. If we refuse to correct your personal information, you can ask us to attach a statement to it stating that you believe the information is incorrect and why.

You also have the right under the Freedom Of Information Act 1982 (Cth) (FOI Act) to request access to documents that we hold and to ask for information that we hold about you to be changed or annotated if it is incomplete, incorrect, out-of-date or misleading.

***How to make a complaint***

If you wish to complain to us about how we have handled your personal information you should complain in writing. If you need help lodging a complaint, you can contact us for information. If we receive a complaint from you about how we have handled your personal information we will determine what (if any) action we should take to resolve the complaint.

We will tell you promptly that we have received your complaint and then respond to the complaint within 30 days. If you are not satisfied with our response you may ask for a review by a more senior officer within the relevant Association (if that has not already happened) or you can complain to the Privacy Commissioner.

***How to contact us about privacy matters:***

You can contact us by:

* Email:
* Phone: +61 2 6125

Post: Attention:

Privacy Officer
The Australian National University Students Association
Canberra ACT 2601
Australia

***Guidelines/Legislative Compliance***

The Privacy Act 1988 (Cth)

Acceptable use of information infrastructure policy