

## 9.0 PRIVACY POLICY

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Contact Officer	Manager, Governance
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Related Policies	2.0 Quality Policy, 10.0 Information Technology Acceptable Use Policy
Relevant Legislation	Information Act (NT)



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### PURPOSE

This policy provides the framework for the implementation of privacy principles and processes to ensure compliance with relevant legislation. It applies to personal information collected and held by the University and the people employed or engaged by the University. This policy covers personal information pertaining to current and former students, current and former staff, and associates of the University. Personal information does not include information about an individual that is contained within publicly available publications, or information about a person who has been deceased for more than 30 years.

### POLICY

Charles Darwin University is committed to protecting the privacy of all members of the University community. The University recognises its responsibility to collect, manage, use and disclose personal information in accordance with prevailing community standards of best practice and relevant legislation.

### IMPLEMENTATION

This policy will be implemented in a way that ensures:

- compliance with the University Quality Policy;
- protection of the privacy of personal information in accordance with the Information Privacy Principles set out in the Information Act (NT). The expression "personal information" is used to describe any information or opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion, and may include name, address, date of birth and staff or student identification number. This includes personal information pertaining to current and former students, current and former staff, and associates of the University;
- personal information is only collected if it is required for a lawful purpose directly related to a function or an activity of the University, or if the collection of the information is required by law;
- reasonable steps are taken to ensure that personal information collected and held by the University is accurate, authentic and reliable, and that individuals are informed of how the University will use the information it has collected and any implications;
- the University only collects sensitive information as required by law or with the individual's consent. "Sensitive information" refers to personal information relating to racial or ethnic origin, religious and philosophical beliefs, sexual activities, political affiliations, disabilities, age and medical conditions;
- the University solicits personal information directly from the individual concerned except: where the individual authorises otherwise; or in cases where the individual would be disadvantaged if the information were not gained from another source; or from third parties such as other educational institutions or government bodies where this is common practice; or if the individual is reasonably suspected of being or having been engaged in unlawful activity;
- personal information collected and held by the University is only accessed and used by people employed or engaged by the University as required in the fulfilment of their duties and in a manner consistent with the original purpose stated at the time of collection;
- personal information is only disclosed in the following instances: with the individual's written consent; or to reduce or avoid a threat to an individual's life, health or safety or a serious threat to public health and safety; or when the use or disclosure is required or is specifically authorised by law; or if the individual is reasonably suspected of being engaged in current or past unlawful activity, and the personal information is disclosed as a necessary part of the investigation or reporting the matter; or as required by law to certain government

departments and statutory bodies; or circumstances where the University is not prohibited from disclosing the information, as described in the Information Act (NT);

- disclosure of statistical information is such that any compilation or publication of those statistics will not reveal an individual's identity; and
- the University's commitment to privacy is made public in the form of a Privacy Statement.

## **COMMITMENT**

Charles Darwin University is committed to:

- reviewing and clearly documenting processes that relate to privacy management;
- taking reasonable steps to ensure that personal information is protected by all reasonable safeguards against loss, unauthorised access, use, modification, disclosure or any other misuse;
- retaining personal information for no longer than is necessary for the purposes for which it may lawfully be used. The University is also committed to disposal of records securely and in accordance with any requirements for the retention and disposal of personal information;
- taking reasonable steps to allow an individual to access the personal information it holds about them and to correct inaccurate information as appropriate; and
- taking reasonable steps to ensure, where disclosure to a third party has occurred, that the third party agrees to preserve the confidentiality of your personal information.

## **GENERAL RESPONSIBILITIES AND AUTHORITIES**

- All staff members are responsible for undertaking their duties in accordance with this policy.
- Senior Staff have the responsibility and authority to implement this policy and monitor its implementation in the activities of their respective areas.
- Respective responsibility for the achievement of this policy rests with the Council, the Audit and Risk Committee, the Vice Chancellor, Senior Staff, the Internal Audit function and all other staff.

## **SPECIFIC RESPONSIBILITIES AND AUTHORITIES**

- Staff Services is responsible for ensuring new staff members receive a copy of this policy.
- Corporate Services is responsible for ensuring that all students and all current staff members have access to the policy.
- The Executive Director, Corporate Services, or delegate, is responsible for issuing guidelines and processes that specify the University's requirements on matters relating to privacy. The Executive Director is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant University policies, processes and guidelines.
- The Privacy Officer is responsible for day-to-day management of privacy-related issues, including complaints and enquiries.

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Professor Helen Garnett  
Vice-Chancellor

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Date