

INFORMATION COMPLIANCE UNIT

Information Sheet – Privacy

UOW PRIVACY POLICY

The University of Wollongong (“UOW”) is committed to ensuring that the privacy of all individuals, with which it interacts, is protected. UOW and its controlled entities have a legal obligation to ensure that the collection, storage, use and disclosure of an individual’s personal information and health information by UOW, complies with the law.

UOW’s Privacy Policy and Privacy Management Plan provide details of its compliance with privacy legislation. UOW’s Privacy Page can be found at: <http://www.uow.edu.au/about/privacy/index.html>

LEGISLATION

The principal pieces of legislation with which UOW must adhere to are the *Privacy and Personal Information Protection Act 1998* (NSW) (“PPIPA”) and the *Health Records and Information Privacy Act 2002* (NSW) (“HRIPA”). The *Privacy Act 1988* (Cth) and the EU *General Data Protection Regulation* (GDPR) applies to UOW and its controlled entities in certain circumstances.

“**Personal information**” is information or an opinion about a person whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes paper or electronic files (including e-mails), diary notes, fingerprints, retina prints, body samples or genetic characteristics. Personal information that relates to a person’s ethnic or racial origin, political opinions, religious or philosophical beliefs, trade union membership or sexual activities is regarded as sensitive personal information and specific restrictions apply.

“**Health Information**” is personal information that relates to a person’s physical or mental health or disability, and includes the person’s express wishes regarding the future provision of health services to him/her, the health services to be provided to the person and other information, including information collected to provide health service, genetic information, and information regarding the person’s donation or intended donation of organs or body parts.

WHO TO CONTACT ABOUT PRIVACY

Dedicated staff in the Information Compliance Unit are available to guide, educate and advise on best practice privacy compliance.

Information Compliance Unit

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THE PRIVACY PRINCIPLES

The 12 Information Protection Principles contained in PPIPA and the 15 Health Privacy Principles in HRIPA are the key privacy requirements with which all UOW employees must comply. These principles describe the obligations of all UOW employees when they collect, store, use and disclose personal information and health information.

The following is a summary of your obligations. You should always check with the Privacy Officer if you are unsure about your Privacy obligations.

*For the purpose of the table below, all reference to Information relates to Personal Information and Health Information.

COLLECTION	Lawful - Must be for a lawful purpose and be directly related to the University's activities.
	Direct - Must be collected directly from a person, unless they have given their consent otherwise (such as a parent or guardian giving consent to minors to provide information).
	Open - Inform the person why the Information is being collected, who will be storing and using it, and how it will be used.
	Relevant - The University must ensure the Information is relevant, accurate, up to date and not unreasonably intrusive on the individual's personal affairs.
STORAGE	Secure - Information must be stored securely and kept no longer than necessary and disposed of appropriately. It should be protected from unauthorised use or disclosure.
ACCESS AND ACCURACY	Transparent - Explain to the person what Information about them is being stored, why it is being used and any rights they have to access it
	Accessible - Allow people to access their Information without unreasonable delay and expense.
	Correct - Allow people to update, correct or amend their Information.
USE	Accurate - The University must ensure the Information is relevant and accurate before using it.
	Limited - The University can only use Information if the person has given their consent or if they were informed at the time of collection.
DISCLOSURE	Restricted - Disclosure of Information about a person can only be made if: <ul style="list-style-type: none"> a. such disclosure was advised to the person upon collection of Information; b. the person has consented to the disclosure; c. it is for a purpose related to the purpose stated upon collection, and the University doesn't think the person will object; d. there is a serious and imminent threat to that person or another person's life or health.
IDENTIFIERS & ANONYMITY	Not Identified – In the case of Health information, the University will only identify people by using unique identifiers if it's reasonably necessary to carry out its functions efficiently
	Anonymous – In the case of Health information, the University will give the person the option of receiving any health services from the University anonymously, where this is lawful and practicable.