



# THE SYDNEY UNIVERSITY POSTGRADUATE REPRESENTATIVE ASSOCIATION (SUPRA) PRIVACY POLICY

## Preamble:

This Policy is a statement of principle of SUPRA's obligation to ensuring the privacy of all Constituents and users of SUPRA Services.

This Policy should be understood in conjunction with the SUPRA Code of Conduct, the SUPRA SAAO policies, and any Regulations that relate to privacy. This Policy uses all definitions in the SUPRA constitution, the SUPRA Facilities Regulations, and the SUPRA Code of Conduct.

This Policy is applicable to all Staff, Subcontractors, volunteers and Councillors of the Association.

## 01: DEFINITIONS

01.01: 1) Personal Information is any information or an opinion where an individual's identity is apparent or can be reasonable ascertained. This includes details of a person's identity, including but not limited to a person's legal or assumed name, address, age, date of birth, or enrolment details.

01.01: 2) Sensitive Information is a type of Personal Information that is any information or opinion about an individual's racial or ethnic origin, political opinion, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, or criminal record.

## 02: COLLECTIONS

02.01: 1) All collection of Personal Information will be lawful, direct, open, and relevant.

02.01: 2) The Association will only collect Personal Information for lawful purposes, including:

2.a) for casework conducted by our professional advice and advocacy caseworkers and solicitor; and

2.b) for the Association's membership database of Subscribers and Supporters.

02.01: 3) The Association will only collect Personal Information directly from the individual to which it relates, unless that individual has consented for it to be provided by a third party.

02.01: 4) The Association will ensure that all Personal Information is collected transparently, and will advise the individual concerned, either at the point of collection or as practicable thereafter, on:

4.a) the purpose of collection;

4.b) who will be able to access the Personal Information;

4.c) how will it be stored; and

4.d) how it will be used.

02.01: 5) The Association will ensure that all Personal Information collected is relevant, accurate, up-to-date, and not excessive.

02.01: 6) The Association will ensure that the collection of Personal Information will not unreasonably intrude into the personal affairs of its Constituents.

## 03: SECURITY

03.01: 1) All collected Personal Information will be stored securely, kept only as long as necessary, and disposed of appropriately.

03.01: 2) The Association will take measures to protect Personal Information for loss or unauthorised access, use, modification, or disclosure.

03.01: 3) The Association will ensure that all collected Personal Information will be protected from unauthorised access, by:

- 3.a) securing all digital Personal Information on a secure database; and
- 3.b) securing all hardcopies of Personal Information behind at least two levels of physical security, to which only authorised individuals should have access.

03.01: 4) The Association will only retain collected Personal Information no longer than is necessary, and afterwards dispose of that information lawfully and securely.

## **04: ACCESS**

04.01: 1) All collected Personal Information will be accessible to that individual, stored in a transparent manner, and correct.

04.01: 2) The Association will provide contact details regarding the access and correction of Personal Information.

04.01: 3) The Association will allow the person, to whom the Personal Information relates, to:

- 3.a) access their Personal Information without unreasonable delay and expense; and
- 3.b) update, correct, or amend their Personal Information where necessary.

## **05: USE**

05.01: 1) All collected Personal Information shall be used accurately and in a manner limited to its lawful and proper use.

05.01: 2) The Association will ensure that all Personal Information is accurate before using that information.

05.01: 3) The Association will take all reasonable steps to ensure that Personal Information is not used or disclosed, without authorisation, to external service providers.

05.01: 4) The Association will ensure that all Personal Information shall be used for:

- 4.a) the purpose for which it was collected;
- 4.b) any directly related purposes to which it was collected;
- 4.c) any purpose to which the individual relates to has provided consent; or

- 4.d) any necessary use that is required to deal with a serious and imminent threat to any person's health or safety.

## **06: DISCLOSURE**

06.01: 1) The Association will not disclose Personal Information outside the Association except where:

- 1.a) the subject of that Personal Information has consented to the disclosure, or has been notified of the likelihood of the disclosure;
- 1.b) the Association is required by legislation, court order, or other legally enforceable instrument, and the request is in an appropriate written form;  
or
- 1.c) the disclosure is reasonably believed to be necessary to prevent or lessen a serious and imminent threat to the life or health of any person.

06.01: 2) The Association shall not disclose any individual's Sensitive Information without their consent.