

## Privacy Statement

The University takes the privacy of everyone it deals with, including its students and staff, very seriously. This privacy statement describes how Curtin University (**University**) handles personal information in its possession or control. The University's privacy statement remains under constant review, and changes may be implemented from time to time.

In accordance with the University's Values and Signature Behaviours, the University and members of the University community are responsible for respecting an individual's right to privacy.

### Curtin's level of compliance

The University must comply with the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) (**Privacy Act**) when handling students' personal information obtained for the purposes of chapters 3 or 4 of the *Higher Education Support Act 2003* (Cth) (**HES Act**). Apart from this obligation, the University is not subject to the Privacy Act, but nevertheless commits to comply with the Australian Privacy Principles as if it is an organisation under the Privacy Act.

The Privacy Act contains certain exemptions which may impact upon the University's privacy obligations.

In some circumstances, the University may also be required to handle certain personal information in accordance with other jurisdictions' privacy regulations and standards, including the European Union's General Data Protection Regulation (**GDPR**).

The GDPR goes beyond the requirements in the Australian Privacy Principles and may apply where the University's activities have a connection with the European Union. The University aims to generally raise its privacy standards towards consistency with the GDPR over time, having regard to its own specific local context.

### The type of personal information collected

The types of personal information which the University handles may include, but is not limited to: names, residential addresses, student or staff ID numbers, photographs or recorded moving images, academic history and progress, tax file numbers, email addresses, dates of birth, bank details, government identifiers, signatures, and other sensitive information about individuals.

Information may be collected about staff, students, and other people who the University interacts with on and off its campuses. Collection may occur through involvement in activities directly or indirectly associated with the University, including remote access, online learning, and involvement in any extra-curricular educational, sporting, volunteer or secondment activity.

The University will delete or de-identify any information that is inadvertently captured from people who are not involved with a relevant University activity, which the University would not otherwise have been authorised to collect and which the University has no legitimate reason to retain.

### Purpose of collection of personal information

The University collects information to keep a record of students, staff and other people who the University deals with, and to ensure they have the full benefit of the complete range of services offered by the University.

### Use and disclosure of personal information to other parties

The University will only use personal information in a manner consistent with the original purposes of collection or as otherwise permitted by applicable laws.

Personal information collected by the University from students, staff and other people will be used primarily to communicate with those individuals in relation to their involvement with the University.

This may extend but is not limited to communications involving surveys, the availability of courses, alumni activity, newsletters, marketing or promotional activity, and soliciting donations. Surveys and other research activity may be carried out for the benefit of the University or in connection with a government initiative. Communications may be initiated directly by the University or by a third party engaged to act for or on behalf of the University.

The University may disclose personal information:

- to external organisations including, but not limited to, professional bodies, hospitals, and educational institutions, to enable students to undertake a practical experience, clinical components of their course, or an extra-curricular activity
- to people who are involved in learning activities, in Australia or overseas
- to third party research organisations
- where required or authorised to do so by law
- where necessary for the University to carry out its normal functions and activities.

The University will take all reasonable steps to ensure the recipient (and any contractor engaged by the recipient) manages the information in a manner consistent with the Australian Privacy Principles or other applicable law.

Personal information may be transmitted and stored overseas or in the 'cloud' environment. This means that the data may in some circumstances not be regulated by the Privacy Act and may be located in a jurisdiction with less stringent privacy laws than Australia. This will only be permitted where the transfer of data complies with the Australian Privacy Principles and any applicable constraints contained in the Privacy Act relating to overseas data transfers.

If there are other situations in which the University wishes to use your personal information, it will seek your express consent.

Employee records are generally exempt from an organisation's obligations under the Privacy Act, and this exemption extends to Curtin's voluntary commitment to assume the responsibilities of an organisation. This exemption does not permit Curtin to use personal information contained in employee records for purposes not connected with the employment relationship. Employee records remain confidential.

### **Correction of personal information**

All staff, students and other people the University deals with have the right to access their personal information held by the University and also to seek correction of such information if it is inaccurate, misleading, out of date or not complete.

### **Use of cookies**

The University uses digital cookies to remember your preferences and collect online traffic data and browsing characteristics which is analysed using Google Analytics and other analytics tools.

### **Opting out of future communications**

If you are receiving communications from the University, we will ensure that you can easily opt out of these communications at any time. If you wish to opt-out of any electronic mail from the University, an 'unsubscribe' function is provided, or you may email the relevant administrator requesting your details be removed. Students and staff may not opt out of some communications.

## Data breach reporting

The University will comply with mandatory data breach notification obligations where required to do so under the HES Act or in relation to a breach of a rule around the storage, use and security of tax file number information. The University is not otherwise subject to the mandatory data breach notification scheme in Part III C of the Privacy Act, although it may voluntarily notify of any data breach which has the potential to result in serious harm or if it otherwise considers appropriate.

## Complaints

Complaints about a breach of privacy may be made through the Integrity and Standards Unit (ISU) Portal. Please see the [ISU Complaints Portal](#) webpage for more details.

## Enquiries

If you have any queries about privacy at Curtin please contact the [Privacy Compliance Officer](#):

Tel: +61 8 9266 1036

Email: [privacy@curtin.edu.au](mailto:privacy@curtin.edu.au)

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