



## Student Privacy Statement

(1) University of Tasmania is committed to the responsible collection and handling of personal information. This Student Privacy Statement informs you about the personal information we collect from applicants to study and our students, and how this information is used. Further information about our personal information handling practices is found in our [Privacy Policy](#), which must comply with the *Personal Information Protection Act 2004 (Tas)*, and (where applicable) the *Privacy Act 1988 (Cth)*.

### Why we collect personal information and how we collect it

(2) The primary purpose for collecting the information is to assess your application for admission to study at the University of Tasmania and, if your application is successful, to complete your enrolment and deliver a course of study. We also use your personal information to include you in activities, services and events incidental to study and made available to students of the University of Tasmania.

(3) While we usually collect personal information from you directly, we may also collect personal information about you from third parties where this is to be reasonably expected or with your consent. This may include to verify your education history, financial position and residency status.

(4) We will not collect sensitive information about you (as defined in the *Personal Information Protection Act 2004 (Tas)*), such as religious, political or sexual preference, unless:

a. you consent to the collection; or

b. the collection of the information is required or authorised by or under an Australian law.

(5) If you do not provide the information we request, we may not be able to assess your application for admission or enrol you and deliver a course of study.

### What we do with personal information

(6) We will use your personal information to:

a. manage our admissions and enrolment processes, including to verify information you provide;

b. place your name on the student electoral roll;

c. provide and administer your course of study including the resulting award and qualifications;

d. assess or support your entitlement to assistance such as a Commonwealth Supported Place, scholarship, or Centrelink benefits;

e. communicate with you about your course, events, activities, services and opportunities available to University of Tasmania students, including study abroad, work integrated learning, student wellbeing, scholarships, residential services, parking etc;

f. include you in our alumni program;

g. facilitate assistance to you in the event of a critical incident or emergency;

h. facilitate our internal planning and analysis, benchmarking and quality assurance;

i. fulfil legislative obligations, including government reporting requirements;

(7) To fulfil these functions, we may disclose personal information about you, to the extent this is reasonably necessary, to:

a. our contracted services providers, such as mailing houses, logistics, banks, IT providers, lawyers, consultants and other professional advisors;

b. our onshore and offshore partners where necessary for the enrolment and administration of study you undertake hosted by them, including professional placements;

c. professional registration bodies;

d. our student associations;

e. in the event of a critical incident or emergency, police, medical and other emergency services personnel, your nominated emergency contact or other person necessary to respond to the situation;

f. external research funding bodies and partners, to fulfil research reporting requirements;

g. government bodies such as Centrelink, the Australian Taxation Office, the Department of Home Affairs, the State and Federal Department of Education and Training, and the Department of Immigration and Border Protection.

#### **Accuracy, amendment and access to personal information**

(8) We take reasonable steps to ensure that the information we collect, use and disclose is accurate, complete and up to date. To ensure the quality and accuracy of the information that we hold, we expect you to update your information when your personal and enrolment details change.

(9) We hold information in electronic and paper-based records management systems. We take all reasonable steps to ensure that the information we hold is protected from misuse, loss, unauthorized access or disclosure.

(10) You can request access to the information we hold about you by contacting: Student Recruitment by emailing [course.info@utas.edu.au](mailto:course.info@utas.edu.au) or calling 1300 363 864

(11) In some circumstances, information may not be able to be accessed or disclosed unless it is required under the *Right to Information Act 2009 (Tas)*. Please refer to the University's [Right to Information process](#) for further details.

(12) We will retain your personal information in accordance with our [Records Management Guidelines](#).

#### **Student Identification Number**

(13) We will publish your academic results by reference to your Student Identification Number. It is your responsibility to keep your Student Identification Number private and not disclose it to any other person except as authorised our staff or procedures.

### **Automated decision making**

(14) From time to time, we use personal information to make automated decisions, including decisions based on a personal profile.

### **Students from the European Union**

(15) Where you are a student residing in the European Economic Region, you may seek from us information about:

- a. your right to restrict processing of your personal information or object to such processing;
- b. your right to lodge a complaint with a supervisory authority in your home country; and
- c. if personal information was collected from a source other than you, any available information about that source; and
- d. the safeguards provided if we transfer your personal information to a third country or an international organisation;
- e. the right to request erasure of your personal information if:
  - it is no longer necessary to retain your personal information;
  - you withdraw the consent which formed the basis of your personal information processing;
  - you object to the processing of your personal information and there are no overriding legitimate grounds for such processing;
  - the personal information was processed unlawfully;
- f. the right to request restricted processing if:
  - you contest the accuracy of your personal information and we are verifying the accuracy of the data;
  - your personal information has been unlawfully processed and you oppose erasure and request restriction instead;
  - we no longer need the personal information but you request us keep it in order to establish, exercise or defend a legal claim; or
  - you have objected to the processing of your personal information;
- g. the right to object to processing if it is for:
  - direct marketing purposes; or
  - the legitimate interests of us;
- h. the right to data portability which allows you to receive your personal information provided to us in a structured, commonly used and machine readable format;
- i. the right to withdraw consent at any time, where processing was on the basis of consent; and
- j. the right to lodge a complaint with a supervisory authority in your home country.

### **Questions**

(16) If you have questions about the information in this Student Privacy Statement or have any concerns about how your personal information is being handled by us, please contact [legal.office@utas.edu.au](mailto:legal.office@utas.edu.au).