



Events, Marketing and Programs Privacy Statement

(1) University of Tasmania is committed to the responsible collection and handling of personal information. This Events, Marketing and Programs Privacy Statement informs you about the personal information we collect from persons who contact us about events, marketing and programs, and how this information is used. Further information about our personal information handling practices are 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 enable us to answer your question or include you in an event, program or activity that we conduct. We also use your personal information to inform you about activities, services and events made known to persons' who have made contact with us.

(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 will depend on the nature of the engagement you have with us.

(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 provide you with specific advice about our programs or activities, or include you in an event, program or activity. We can usually answer general questions about our programs without identifying information, that is anonymously.

What we do with personal information

(6) We will use your personal information to:

- a. answer questions asked by you and to manage our events, programs and activities;
- b. place your name on our customer relations management database, where appropriate;
- c. provide and administer any events, programs or activities in which you participate;
- d. communicate with you about suitable events, programs, activities, services and opportunities available to you;
- e. 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 event managers, ticketing providers, mailing houses, logistics, banks, IT providers, lawyers, consultants and other professional advisors;
- b. where you are under 18, your parent/s or guardian who has completed a parent/guardian permission form;
- c. an organisation that is supporting your engagement with us, such as a school;
- d. 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;
- e. government bodies to whom we owe legal obligations such as the State Auditor General, the Australian Taxation Office, and the State and Federal Department of Education and Training.

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, please notify us of any update your information when your personal 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: Domestic Student Recruitment by emailing course.info@utas.edu.au or calling 1300 363 864

(11) In some circumstances, information may not be able 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](#).

Automated decision making

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

Persons from the European Union

(14) Where you are 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

(15) If you have questions about the information in this Events, Marketing and Programs Privacy Statement or have any concerns about how your personal information is being handled by us, please contact legal.office@utas.edu.au.