



# Privacy Policy

## Purpose

This policy:

- provides a framework for the University to protect personal information that it holds in compliance with applicable laws;
- articulates roles and responsibilities for the management of personal information held by the University;
- and
- meets the statutory requirement for the preparation and implementation of a University privacy management plan.

## Scope



## 4. Roles and responsibilities

- 4.1. **Management Board** are responsible for:
- overseeing the management of personal and health information within their respective portfolios
  - assigning performance of the duties prescribed by section 4.2 of this policy to a **University Compliance Owner/s**<sup>1</sup> for personal and health information held within their portfolio, on the basis that the members of the Management Board remain responsible for the performance of these duties
  - endorsing the findings and recommendations arising from internal reviews conducted by the University Privacy Officer or other designated University officer (where such reviews concern personal or health information held within their portfolio) and notifying applicants of the outcome of such reviews.
- 4.2. **University Compliance Owners** (UCOs) assigned under 4.1 are responsible for:
- ensuring that University-wide procedures implemented to support this policy are applied in the management of personal and health information within their respective portfolios
  - implementing effective local procedures to ensure that personal and health information held within their portfolio is managed in accordance with this policy
  - ensuring that any person who has access to the personal information held within their portfolio understand their responsibilities in regard to such information
  - ensuring that privacy statements that comply with all applicable laws are provided to individuals when their personal information is collected
- 4.3. The **University Privacy Officer** is responsible for:
- implementation of this policy
  - developing and implementing University-wide procedures to support this policy
  - supporting the UCOs to develop local protocols and privacy statements for use in their area of responsibility
  - providing advice to UCOs and other internal stakeholders on the obligations imposed by all applicable privacy laws
  - developing guidelines, training and other supporting material to support awareness of obligations imposed by applicable privacy laws
  - conducting internal reviews of privacy complaints received in accordance with section 53 of the PPIP Act.
- 4.4. **Managers and supervisors** are responsible for ensuring that all staff within their unit handle personal information in accordance with this policy and applicable supporting procedures.
- 4.5. **Individual staff** are responsible for ensuring that they handle personal information in accordance with this policy and applicable supporting procedures.

Version: 1.1

Effective: 6 August 2024

Responsible: Deputy Vice-Chancellor Research and Enterprise

Lead: Head of Compliance and Privacy Law, Legal & Compliance

## Appendix

### Legislative compliance

1. This policy supports the University's compliance with the following legislation:
  1. Privacy and Personal Information Protection Act 1998 (NSW) (the "PIIP Act")
  2. Health Records and Information Privacy Act 2002 (NSW)
  3. Privacy Act 1988 (Cth)
  4. EU General Data Protection Regulation 2016/679

### Related documents

Risk and Compliance Policy