

Privacy Policy

1. COMPLIANCE OBLIGATION SUPPORTED

[Curtin University Act 1966 \(WA\)](#)

[Privacy Act 1988 \(Cth\)](#)

[Higher Education Support Act 2003 \(Cth\)](#)

[Student Identifiers Act 2014 \(Cth\)](#)

[Freedom of Information Act 1992 \(WA\)](#)

[Privacy \(Tax File Number\) Rule 2015 \(Cth\)](#)

2. PURPOSE

To set out the kinds of personal information that the University Community collects and holds and how we will handle that information and the purposes for which it will be used.

3. POLICY STATEMENT

3.1 The University is subject to the [Privacy Act 1988 \(Cth\)](#) (Privacy Act) with respect to our treatment of student identifiers (as applicable under the [Student Identifiers Act 2014 \(Cth\)](#)) and tax file numbers.

3.2 The University must comply with the Australian Privacy Principles (APPs) 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 \(Cth\)](#).

3.3 Personal information and sensitive personal information will be managed in accordance with relevant Policies and Procedures.

3.4 We will only collect personal information and sensitive personal information, which is necessary to perform a function, carry out an activity or offer a service.

3.5 Personal information and sensitive personal information will only be collected by fair and reasonable means.

3.6 The University may collect and handle personal information about individuals (as outlined in [Appendix A](#)) on and off our campuses, both within and outside of Australia and through involvement in activities directly or indirectly associated with us and will collect, manage and protect this information in accordance with its relevant policies and procedures.

3.6.1 Where the University applies any automated decision-making technologies, this will be in accordance with appropriate Artificial Intelligence (AI) guidance, and any other [relevant government Policy](#).

3.6.2 Where personal information about individuals has been de-identified, the University will take all reasonable steps to protect that information from re-identification unless such re-identification is permitted by law.

3.6.3 Where the University collects or holds government identifiers, these identifiers may only be used, stored and retained in accordance with applicable law.

3.7 Where the University collects optional or non-mandatory personal information or sensitive personal information from individuals as a part of their relationship with us, this information will still be subject to this Policy in its entirety.

- 3.8** The University will only disclose personal information of individuals in a way which is compliant with the Australian Privacy Principles and any other applicable Australian Privacy law, or relevant jurisdictional law for overseas locations (e.g., General Data Protection Regulations (GDPR)). Where such a disclosure is not covered under the purposes of collection given at Appendix A of this Policy then [consent](#) from the individual will be required.
- 3.9** Personal information and sensitive personal information may be collected about an individuals' interactions with us and may be used to provide information of interest to them.
- 3.10** Individuals may discuss any concerns about their privacy by contacting the University's [Privacy Officer](#). Individuals may also request access to or correction of any personal information held by the University under the [Freedom of Information Act 1992 \(WA\)](#) and [Disclosure of Personal Information Procedures](#).

4. SCOPE OF POLICY

This policy applies to the University Community, including Council members, students, staff, University Associates, Curtin controlled entities, and all persons participating in University business or activities, including whether as a visitor, adjunct appointee, service provider, contractor or volunteer. Global campuses must abide by freedom of information, privacy and any requirements for the management and reporting of data breaches which apply to their jurisdiction.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Consent

Authority provided by an individual for the University to handle their personal information for a particular purpose (for example, granting permission to disclose, use, share or store personal information). The individual must be adequately informed about the specific use or disclosure and must voluntarily give current and specific permission for the proposed use or disclosure. Such consent must be given with capacity to understand and communicate that consent.

Sensitive personal information

A classification of personal information that includes a person's racial or ethnic origin; political opinions or memberships of a political association; religious or philosophical beliefs or affiliations; membership of a professional or trade association or union; sexual orientation or practices; criminal records; genetic, health or biometric information.

6. SUPPORTING PROCEDURES

Privacy Procedures (forthcoming)

7. RELATED DOCUMENTS/LINKS

- [Curtin University Cookies Statement](#)
- [Disclosure of Personal Information Procedures](#)
- [Freedom of Information Act 1992 \(WA\)](#)
- [Information Breach Policy](#)
- [Information Breach Procedures](#)
- [Information Management Policy](#)
- [Information Management Procedures](#)
- [Information Security and ICT Appropriate Use Policy](#)

- [Information Security Classification Policy](#)
- [Information and Communication Technology ICT Appropriate Use Procedures](#)
- [Privacy Act 1988 \(Cth\)](#)
- [Privacy and Responsible Information Sharing Act \(WA\)](#)
- [Research Data and Primary Materials Policy](#)
- [Research Management Policy](#)
- [State Records Act 2000 \(WA\)](#)

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| Policy Compliance Officer | Krista Bell , Director, Data & Information Governance |
| Policy Manager | Chief Operating Officer |
| Approval Authority | Senior Executive Team |
| Review Date | 1 st April 2030 |

REVISION HISTORY (*filled out by Risk, Compliance and Audit*)

| Version | Approved/ Amended/ Rescinded | Date | Committee / Board / Executive Manager | Approval / Resolution Number | Key Changes & Notes |
|----------------|---|-------------|--|---|--------------------------------|
| | Approved | 12/12/2024 | Senior Executive Team | SET 109/24 | Attachment A to Item 5.1 |

WHAT WE MAY COLLECT

| | Personal Information we collect | Purpose and use |
|--------------------|---|--|
| General collection | <ul style="list-style-type: none"> • names, date of birth, addresses; • student or staff ID numbers; • photographs or recorded moving images and/or voice print • academic history and progress; • tax file numbers and government identifiers; • bank details; • alternative contact details and telephone numbers; • signatures; and • sensitive personal information <ul style="list-style-type: none"> ○ racial or ethnic origin; ○ political opinions or memberships of a political association; ○ religious or philosophical beliefs or affiliations; ○ membership of a professional or trade association or union; ○ sexual orientation or practices; ○ criminal records; ○ genetic, health or biometric information. | <ul style="list-style-type: none"> • managing and operating the affairs and business of the University; • keeping a record of people who we deal with; • ensuring people have the full benefit of the complete range of services offered by us; • managing, developing and enhancing our services, including our websites and applications; • facilitating research projects; • facilitating grant applications; • communicating information related to surveys, promotions and marketing; • soliciting and receiving donations; • complying with our legal obligations, resolving any disputes and enforcing our agreements and rights with third parties. |
| Staff collection | <ul style="list-style-type: none"> • employment history and qualifications; • certifications and clearance records; • academic record; • references; • medical information; • personal alternative contact details; • superannuation fund details; and • criminal history record | <ul style="list-style-type: none"> • managing and providing employment and the tools and services to support that employment • considering your suitability for employment; • notifying of emergencies or urgent situations |

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| Student collection | <ul style="list-style-type: none"> • academic records; • citizenship or visa information; • certifications and clearance records; • health and vaccination information (where required for placement); • medical information; and • alternative and emergency contact details. | <ul style="list-style-type: none"> • managing applications, enrolment and participation in education • communicating information related to surveys, promotions and marketing; • operating our alumni program; |
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HOW WE WILL COLLECT

| How we will collect information | Collection related to employment |
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| <ul style="list-style-type: none"> • From individuals when they interact with us; or • through third parties with whom we interact; or • remote access to our online materials and online learning; or • involvement in any University hosted event, extra-curricular educational, sporting, volunteer or secondment activity; • using CCTV; or • Use of cookies, web beacons and similar technologies (cookies); or • association or use of any service or facility hosted and managed by us (such as student run clinics, childcare services, sporting facility, health or counselling services). | <ul style="list-style-type: none"> • recruiters; • government departments to verify an entitlement to work in Australia; • police agencies to obtain a criminal history record; • agencies to undertake integrity and character checks; • academic institutions; • consulting medical practitioner; • superannuation fund provider; • current or previous employers; and • nominated referees. |

WHEN WE WILL DISCLOSE

| Disclosure within the University | Disclosure to others |
|--|--|
| <ul style="list-style-type: none"> • informing services of professional advisers, including lawyers, investigators, accountants and auditors; • verifying qualifications, certifications, clearances or referee information; • conducting financial transactions • where a permitted general situation or a permitted health situation under the Privacy Act 1988 (Cth) exists; • carrying out the normal functions and activities of the University. • providing access to tools and services utilised by the University. | <ul style="list-style-type: none"> • to enable students to undertake practical experience, clinical components of their course, or extra-curricular activities; • to carry out joint learning activities such as exchange programs or at partner institutions, both in Australia and overseas; • carrying out activities with third party research organisations; • working with organisations we contract with to provide services on our behalf, such as software suppliers and mail houses; • fulfilling our obligations where required or authorised to do so by law. |