

Quick Guide to Privacy Management

**for staff or students who
access, use, or deal with
personal information from individuals**

Key Obligations, as specified in the Personal Information Protection Procedures	
<u>Responsibilities</u>	<p>Ensure you are aware of your responsibilities for the personal information you collect, use or hold in the course of your University-related activities.</p> <p>Failure to comply with these procedures may result in disciplinary action in accordance with the relevant disciplinary procedures.</p>
<u>Collection of Personal Information</u>	<ul style="list-style-type: none"> • Only collect information that's reasonably necessary for University business. • Ensure you have express or implied consent to collect the information, unless there are grounds for an exemption to this requirement. If you receive unsolicited Personal Information, determine whether you could have collected it for a University purpose, otherwise destroy or de-identify. • Consider whether there are measures that could be adopted to facilitate anonymous dealings with the University.
<u>Data Security</u>	<ul style="list-style-type: none"> • Ensure there are appropriate facilities for securely storing and handling Personal Information. • Ensure the Personal Information you hold is accurate and up to date and provide a mechanism to enable individuals, e.g. students and staff, to update their personal details. • Destroy or de-identify Personal Information if it is no longer needed, and is not required by law to be retained.
<u>Purpose of Collection, Use and Disclosure</u>	<ul style="list-style-type: none"> • Be mindful of the primary purpose for collection of Personal Information. Don't use or disclose Personal Information for a secondary purpose unless an exemption applies. • Direct marketing can only occur by consent or where there is an expectation that Personal Information would be used for direct marketing. Ensure all direct marketing material has an opt-out provision. • Do not use Government identifiers such as Tax File Numbers to identify staff, students or the public.

	<ul style="list-style-type: none"> • There are special requirements relating to the disclosure of Personal Information to overseas recipients. Advice should be sought from the Privacy Officer.
Access to and correction of Personal Information	Individuals generally have a right to access the information we hold about them, but access can be withheld in certain circumstances. There are strict limitations on access by any other persons or agencies.
Right to erasure of Personal Information	<p>Certain individuals that are in the EU have a new right to erasure of their personal data (also referred to as a right to be forgotten). It is not an absolute right and only applies in certain circumstances (including where the data is no longer needed for the purpose for which it was collected by the University).</p> <p>There are also requirements that Flinders must comply with where the data at issue has been disclosed to third parties.</p>
Data breaches - Unauthorised Access, Disclosure or Loss of Personal information	<ul style="list-style-type: none"> • Recognise when Personal Information is being handled and when a data breach has occurred. • Immediately notify the relevant manager and the Privacy Officer of any suspected or actual data breach. • Ensure immediate action is taken to secure all Personal Information • Identify whether a data breach affects Personal Information of any individuals based in the EU • Ensure that any suspected or actual data breach is promptly reported, investigated, remediated, assessed and notified (if required) in accordance with the mandatory data breach notification scheme (MDBN Scheme) under the Privacy Act and the EU GDPR (where applicable).
Complaints about breaches of privacy	For procedures for handling complaints by students, refer to the Student Information Management Procedures . Refer complaints from individuals other than students to the Privacy Officer .
Need Further Advice?	Know where to go for advice; ensure you are familiar with the Privacy Policy .