

Student Privacy Statement

The University of Adelaide respects the privacy rights of students. All personal information collected by the University is governed by the University's *Privacy Policy* and *Privacy Management Plan* (<http://www.adelaide.edu.au/policies/62/>).

This Privacy Statement, together with the University's *Privacy Policy* and *Privacy Management Plan* sets out how your personal information is collected, used, stored and disclosed by the University. By enrolling at the University, you agree to these terms.

1. WHAT WE COLLECT

The University collects the following information about you:

- **Information provided directly by you or a person acting with your authority.** The University collects information you provide when you apply for admission and enrol; participate in University activities; use any services provided by the University; make an insurance claim under University insurance policies; or communicate with the University or on University-operated communication platforms.
- **Metadata collected automatically.** The University logs metadata (such as the date and time of access, what you access, your IP and MAC address) from your use of online services and facilities provided by the University (e.g. University wireless network; MyUni and other online learning tools). Additionally, the University's website privacy statement (<http://www.adelaide.edu.au/legals/privacy>) sets out what information may be collected when you visit websites operated by the University.
- **Study record.** The University maintains a record of your enrolment, grades and academic achievements.
- **Photographs / video.** Your participation in lectures, tutorials, classes and assessment activities, or other University activities or events may be video-recorded and/or photographed.
- **Information from other sources.** The University may also have access to information from third parties, such as apps, online learning platforms, communication or collaboration services, where these form part of a learning activity or resource provided to you. Any access the University may have to such information from third party services is in accordance with the authorisation procedures determined by that third party.

2. WHY WE COLLECT

The University collects and holds personal information of students for a range of primary purposes as set out in the *Privacy Policy*, primarily to enable the University to provide, administer and improve education and related services to you and to communicate and correspond with you. Other purposes may be notified to you through additional privacy statements at the time of collection of your information.

Some types of information are collected because the University has obligations under law (e.g. *Higher Education Support Act 2003 (Cth)*, *Education Services for Overseas Students Act 2000 (Cth)*).

If you do not wish for us to collect certain information about you, tell us. We will discuss with you any consequences this may have for your enrolment, academic progression or your access to student services.

We will seek consent from you if we would like to use your personal information in ways that are not contained in the *Privacy Policy* or were not notified to you at the time of collection, for example, if we would like to conduct learning analytics research using metadata from which you can be reasonably identified.

3. HOW WE USE YOUR PERSONAL INFORMATION

We may use your personal information in assessing admission applications; administration of your course of study (including enrolment, scholarships, prizes, timetabling, visa requirements); delivery of teaching, educational resources, email and other services related to your enrolment at the University; monitoring your progress in their course of study; fulfilling external reporting requirements; internal planning, improvement and development; management of health, safety and wellbeing; providing you

with marketing material and communicating to you about the University and other parties or activities relevant to your course of study; administering University Council electoral rolls.

4. HOW YOUR INFORMATION IS STORED

Your information may be held in electronic and hardcopy format. Some electronic information is stored by third party service providers and may be stored offshore, most commonly in the USA, Canada, United Kingdom, European Union, Singapore or Hong Kong.

We take all reasonable steps to ensure that the information we collect about you is stored securely and handled appropriately. We are required by law to retain records for certain periods.

5. WHEN WE MAY PUBLISH OR DISCLOSE YOUR INFORMATION TO THIRD PARTIES

The *Privacy Policy* outlines general circumstances in which the University may publish or disclose your information to third parties. Additionally, below are some specific examples of where we may need to disclose your information without your consent:

- To comply with legislative reporting requirements such as reporting to Government departments and agencies such as Centrelink, Department of Education and Training, Australian Taxation Office, Department of Immigration and Border Protection
- Sharing your personal details and study record with another educational institution where necessary to facilitate cross-institutional study, dual degree, student exchange, study abroad or other kind of study experience related to your University study
- Sharing necessary personal details with an organisation that is providing you with a scholarship, internship, clinical placement, work experience or any other kind of work-based experience related to your University study
- Sharing necessary personal information for the provision of University associated services such as security, parking, participation in student elections, sporting associations, accommodation (where relevant) and, on course completion, place your details on the University's alumni database so as to keep you informed of alumni news, events and activities
- Providing relevant information to external service providers contracted by the University to perform some of the University's functions or provide services to students on the University's behalf (e.g. administration of mail-outs and surveys, information technology services such as Gmail, learning applications, information sharing platforms, travel, health and welfare services)
- Releasing information in response to a warrant, subpoena, summons or written demand from a government authority with the power to demand the information or otherwise required by law (e.g. Freedom of Information, reporting instances of research misconduct)
- Notification to police, health services and other persons if necessary to protect you or someone else from a serious or imminent threat to life or health

You will have a student profile on MyUni and your name and course enrolments will be visible to other students who are enrolled in the same courses. Only common courses are visible and these are available via each class to facilitate collaboration and group work within your class, for selecting groups and viewing instructors and tutors.

We may make video footage of classroom or group learning activities available on MyUni for teaching purposes. Photographs of students taken in the course of a University activity or event may be published by us for informational, marketing and promotional purposes.

If you graduate from the University, your name and conferred award will be published in graduation booklets. The University may confirm your graduate status in response to inquiries from third parties such as prospective employers. .

6. CONTACTS

If you have questions about how the University handles your personal information, please contact Ask Adelaide <http://www.adelaide.edu.au/ask-adelaide/>.

If you have a complaint that your privacy has been breached, please email legalcompliance@adelaide.edu.au.