

Staff Guidance for the Management of Student Personal Information

University Privacy Policy

UniSA's [Privacy Policy](#) sets out the principles applying to the handling of personal information that is collected, used, stored and disclosed by the University. All staff who are involved in the collection, storage, use or disclosure of student information should be familiar with this policy.

Privacy Notifications

Students are provided with the [Student Information Privacy Notification](#) at key points during the student lifecycle, eg admission and enrolment. More specific privacy notifications may be required at different points, particularly when sensitive information is collected. The University's Privacy Officer can provide advice on this matter.

Note that explicit permission must be gained from students to use their images for promotional purposes.

Legal Requirements

Staff must comply with the relevant legal requirements relating to the collection, storage, use and disclosure of personal information. As specified in the [Privacy Policy](#) UniSA has adopted the requirements of the Australian Privacy Principles.

The *Higher Education Support Act 2003* (HESA) includes provisions relating to the protection of personal information. Staff access to records of personal information will be restricted to those who need the information in order to carry out their duties and responsibilities in the course of their UniSA role. It is an offence under HESA for such staff members to disclose or copy records of personal information for purposes other than those required by their official UniSA duties.

Staff members who are granted access to personal information will be made aware of the strict conditions that apply to this access. Such staff members must comply with all relevant requirements or risk the penalties specified in the Act, which include imprisonment.