

EXTERNAL AGENCIES CONTACT DETAILS

Privacy NSW

www.privacy.nsw.gov.au

PRIVACY MANAGEMENT CONTACT DETAILS

Deputy University Complaints Manager

T: 02 4921 5922

F: 02 4921 7151

E: Brid.Corrigan@newcastle.edu.au

Room SC3.05

Student Services Centre

The University of Newcastle

Callaghan NSW 2308

OTHER USEFUL CONTACTS

University Complaints Manager

T: 02 4921 8633

E: complaints@newcastle.edu.au

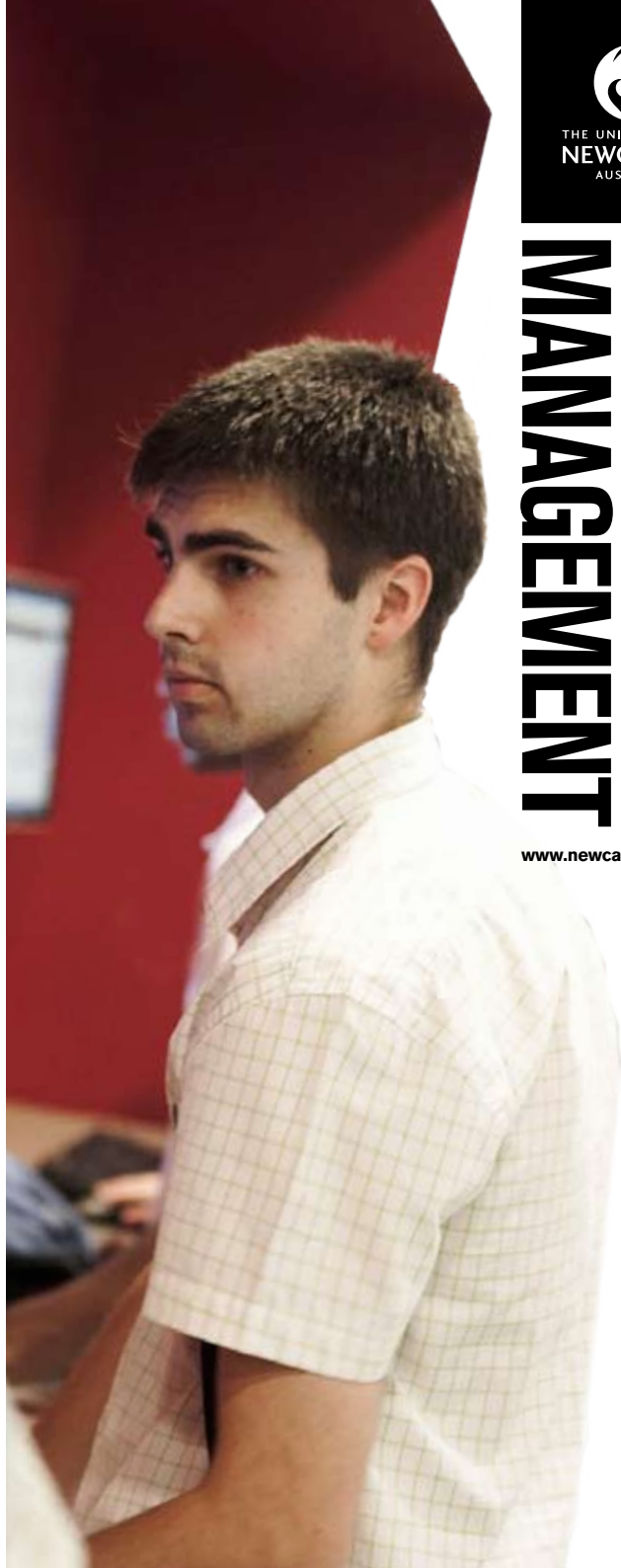
W: www.newcastle.edu.au/service/complaints



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

PRIVACY MANAGEMENT

www.newcastle.edu.au



WHAT IS PRIVACY MANAGEMENT?

The University of Newcastle is committed to protecting and maintaining the privacy of your personal and health information. In order to carry out its functions the University collects and holds information on staff and students. The University ensure that personal information is accurate, complete and up to date and stored securely.

USE OF PERSONAL INFORMATION

The University will only access and use your personal information for the purposes for which you gave it to us.

The University will not disclose information about you to government agencies or other organisations without your permission unless it:

- is necessary to provide you with a service that you have requested;
- is required or authorised by law; or
- will prevent or lessen a serious and imminent threat to somebody's health.

YOUR CHOICES

You may request access to the personal information we hold about you. As a general rule the University will endeavour to be as open as possible in its dealings with people on whom it holds personal information. You can ask us to correct any errors and/or place additional information on your file.

To protect your privacy and the privacy of others, we may have to gain evidence of your identity before we can give you access to or change your personal information.

IMPORTANT INFORMATION

The University complies with the principles and requirements of the Privacy and Personal Information Protection Act 1998, the Health Records and Information Privacy Act 2002. The principles of these acts can be found at the following link: www.newcastle.edu.au/policylibrary/000258.html

PRIVACY COMPLAINT

If you have a complaint about the privacy of your personal information, we ask that you contact us in writing. If you believe that the University has breached your privacy, you may request an internal review or can contact Privacy NSW for advice. We will promptly acknowledge and investigate complaints.

PRIVACY ADVICE

If you would like some advice or have concerns about privacy matters at the University of Newcastle, you should contact the Deputy University Complaints Manager.

For more information about our privacy practices, please visit the Privacy website at www.newcastle.edu.au/service/privacy

The University Privacy Management Plan is available at: www.newcastle.edu.au/policylibrary/000258.html.

