

USQ Student Guild Privacy Policy

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| Policy category | Finance & Administration |
| Policy owner | CEO |
| Responsible Officer | CEO, or delegate |
| Approving authority | Board |
| Contact Officer | CEO |
| Approval date | 26/03/2019 |
| Commencement date | <replaces existing policy> |
| Review date | 25/09/2020 |
| Version | V1.1 26/03/2019 |
| Related documents | |

1 Purpose

To ensure the USQ Student Guild complies with the requirements of the Information Privacy Act 2009 (the Act).

2 Scope

This policy applies to USQ Student Guild Members.

3 Policy Statement

The USQ Student Guild values and respects an individual's right to privacy and will meet the legal obligations under the Act which imposes privacy protection obligations to:

- comply with the Information Privacy Principles (IPPs) as provided in the Schedule 3 of the Act;
- transfer Personal Information outside of Australia only in compliance with section 33 of the Act;
- take reasonable steps to have Contracted Service Providers adhere to the privacy principles where required by section 35 of the Act;
- deal with Privacy Complaints by individuals in a timely and responsive manner;
- comply with any Compliance Notice issued by the Information Commissioner; and
- comply with the conditions of any public interest approval issued by the Information Commissioner.

4 Principles

1. The functions of the USQ Student Guild necessitate the collection, creation and use of Personal Information.

2. The USQ Student Guild adopts the definition of Personal Information contained in the Act.
3. The USQ Student Guild is committed to protecting personal privacy, recognising that individuals have a reasonable expectation the USQ Student Guild will protect and manage the Personal Information it collects and holds about them.
4. The USQ Student Guild will interpret and apply the Act to ensure it provides for the fair collection and handling of Personal Information and a right of access to, and amendment of, Personal Information in the USQ Student Guild's possession or under its control unless, on balance, it is contrary to the public interest to give access to or allow the information to be amended.
5. Subject to the provisions of the Right to Information Act 2009 and the Information Privacy Act 2009, the USQ Student Guild will embrace the principles of openness and transparency regarding the information it holds.
6. The USQ Student Guild Privacy Officer (CEO) is the preferred contact for providing access to Personal Information.
7. The first point of contact for all privacy matters including complaints, application and amendment requests, and requests for internal review is the CEO, USQ Student Guild.