

Replaces (please remove) Initial Issue, Issued 07/08

11.3 USQ PRIVACY POLICY

The University of Southern Queensland values the privacy of an individual's personal information and will make all reasonable efforts to protect the information it collects, stores and uses about all individuals who provide personal information to the University.

All USQ staff are required to comply with this policy and are required to take appropriate measures to ensure that all personal information held is protected from misuse, loss, corruption or unauthorised disclosure.

SCOPE

This policy is applicable to all employees including casual employees and contractors.

COMPLIANCE

USQ is required to comply with the Queensland Government *Information Standard No 42 – Information Privacy* (IS42). Information Standard No 42 regulates how personal information is managed. How USQ manages personal information is outlined in the [USQ Privacy Plan](#).

- The Privacy Statement at the USQ Home Page, <http://www.usq.edu.au> details USQ website usage.

REFERENCE

- *Information Standard No 42 – Information Privacy* (IS42)
<http://www.qgcio.qld.gov.au/SiteCollectionDocuments/Architecture%20and%20Standards/Information%20Standards/Current/is42.pdf>
- There are 11 Information Privacy Principles (IPPs)
<http://www.usq.edu.au/legaloffice/privacy/default.htm>, based on the *Commonwealth Privacy Act 1988*, set out in Information Standard 42. These Principles regulate the way USQ collects, stores, uses and discloses personal information about individuals, allows individuals access to information kept about them and allows individuals to request changes or amendments to this information. Section 1.2 of Information Standard 42 contains details of exemptions to the Queensland Government privacy regime.

APPLICATION

- Guidelines to be followed are set out at
<http://www.usq.edu.au/legaloffice/privacy/default.htm>

CONTACT

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STATUS

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