

Financial Management System Personal Information

The University collects personal information as required to allow normal business processes to take place e.g. name, address, bank account details to allow for electronic payment of accounts, business representatives or contacts. This includes customer records of business operations like USQ Artsworx, USQ Bookshop, USQ Printing Services, Ellipsis Media; contractors and consultants providing professional services for Facilities Management and other organisational units whether through tender or otherwise and businesses or organisations receiving consultancy services from the University. The purpose of these records is to manage the performance of the contract and any issues arising from the contract including processing and accounting for expenditure, revenue, assets, liabilities, provisions, reserves, staff reimbursement and subsistence and to assist the University in meeting all its obligations under the [Financial Accountability Act 2009](#) and the [Financial and Performance Management Standard 2009](#).

Generally, information relating to the financial management or business operations of the University will contain only small quantities of personal information. This is often limited to information relating to financial transactions between the University and its customers, suppliers and contractors. Information stored in financial records includes names, addresses and bank account details.

Types of financial records that may contain personal information include:

- records of accounts payable or receivable, including the names of creditors and debtors of the University
- customer records of business operations, such as the USQ Bookshop
- job tracking systems for service providers within the University
- lists of contractors providing professional services in the building and project management areas; and
- tender documents.

For administrative reasons records may be kept in various offices throughout the organisation including Human Resources, Campus Services, Financial and Business Services and the Legal Office. The major series of hard print records relating to financial management of the University are held in the official files managed by Financial Services. Security arrangements will vary according to the

level of sensitivity of the information. Financial records are retained for various periods according to the relevant Records Retention and Disposal Schedule and the Financial and Performance Management Standard 2009. The following officers have access to financial records:

- External auditors from the Queensland Audit Office and internal auditors from Sustainable Business Management and Improvement;
- Executive and senior academic and administrative staff, and
- Supervisors and authorised staff reporting to these supervisors.

Individuals can obtain information regarding access to their personal information documents by contacting the Chief Financial Officer or the [Privacy Officer](#) or the [Right to Information Coordinators](#). Records relating to current and aged financial data may be stored on paper and electronic media.