Privacy Register

Information Technology Systems Personal Information

The University's information systems routinely hold, processes, and stores significant proportion of personal and business related information for the University. Records may relate to former and present staff and students of the University.

The Division of Information and Communication Technology (ICT) Services' systems network routinely carries, enables processing of, and stores, for varying periods, much of the corporate core business and associated support business of the University on behalf of its cost centres.

It encompasses internal and external electronic transactions, including, telephone, e-mail, and intranet and Internet activity. A significant volume of personal information records within the ICT network are described as above, or are referred to in the other parts of this Plan that deal with the content of core business activities. In addition, some personal information records may be specifically customised for ICT administration purposes e.g. ICT system security identifiers and usage tracking records relating to staff users. That information is usually used or disclosed only to authorised personnel, including staff supervisors, system administrators and the individual officers concerned. Codes of Practice and other policy statements on the use of ICT resources, including collection and use of the information, are available on the Division of ICT Services website.

Individuals can obtain information regarding access to their personal information by contacting the Privacy Officer or the Right to Information Coordinators. Records may be stored on paper and electronic media.