

# PRIVACY STATEMENT POLICY

## 1 Purpose

This policy outlines the information to be provided in an ANZSOG privacy statement to students enrolled in the Executive Master of Public Administration (EMPA) program.

## 2 Scope

This policy applies to the collection of students' personal information and data for the purposes of the EMPA program and how students are advised of their right to privacy and their responsibility to other students and staff in the EMPA privacy statement.

## 3 Guiding Principles

- 3.1 ANZSOG's Privacy Policy states that "ANZSOG recognises the importance of protecting the privacy and the rights of individuals in relation to their personal information" under the Privacy Act 1988 (Cth) (Act).
- 3.2 ANZSOG seeks to prevent unauthorised or fraudulent access to private or sensitive information, including information where unauthorised access may compromise academic or research integrity.
- 3.3 The privacy statement for EMPA students will be consistent with the Higher Education Standards Framework 2015 requirements, and to the maximum extent possible consistent with the practice of student conferring universities.

## 4 Policy Statement

- 4.1 This policy aligns to ANZSOG's **Privacy Policy** and the **EMPA Information Management Policy**.
- 4.2 All students enrolled in the EMPA program are provided a brief Privacy Statement in plain English and made accessible on the Learning Management System and appropriate core program material.
- 4.3 The Privacy Statement:
  - i. Explains ANZSOG's commitment to protect individual's rights to privacy regarding their personal information
  - ii. Directs students to the ANZOG Privacy Policy on the ANZSOG website for information on how their personal information is collected and stored
  - iii. Refers to compliance requirements under the Privacy Act 1988 (Cth) (Act)
  - iv. Notifies students they have consented to disclose their personal information on completion of enrolment.

## 5 Definition of Terms

Terms	Definition
<b>Privacy Statement</b>	a brief statement written in plain English explaining to students and users of ANZSOG ICT systems how their personal data will be collected and managed to respect their right to privacy.
<b>Personal Information</b>	any information that can be used to personally identify an individual including a person's name, address, telephone number, email address and profession or occupation.
<b>Personal records</b>	records created or received by a person which are not part of ANZSOG's recordkeeping systems (but which may include ANZSOG records).

## 6 Related Policies

- ANZSOG Privacy Policy
- ICT
- Information Management

## 7 Version History

Version Number	Audience	Responsibility	Approved By	Date Approved	Last Reviewed
1	Current Students and EMPA Delivery Team	ANZSOG Chief Information Officer	Associate Dean and Academic Director, EMPA and CEO	2020	July 2020