

POLICY



Privacy Policy and Procedure

Contact Officer

MGSM Executive Director
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Purpose

This Policy and Procedure is developed to ensure:

- compliance by the Macquarie Graduate School of Management (MGSM), its employees and others with the *Privacy Act 1988* (Cth);
- that appropriate systems are put in place and maintained to ensure ongoing compliance with the privacy laws

This Policy and Procedure outlines MGSM's principles for protecting the privacy of personal and health information that it holds about its staff and students, and those who interact with MGSM.

Overview

MGSM is a controlled entity of Macquarie University and a company incorporated under the *Corporations Act 2001* (Cth).

MGSM must comply with the *Privacy Act 1998* (Cth), the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW).

Amendments to the Privacy Act 1988, which come into effect from March 2014, require MGSM to have its own privacy policy. To the extent that there is an inconsistency between the University Privacy Policy and Procedure and this Policy and Procedure as applicable to MGSM, this Policy and Procedure shall prevail.

Scope

This Policy and Procedure applies to all employees of MGSM, including contractors, agents, visitors, honorary appointees and consultants of MGSM.

The Policy

Definitions

Personal information has the meaning given in the Privacy Act 1988 (Cth)

Health information has the meaning given in the Privacy Act 1988 (Cth)

Information collected by MGSM

MGSM, through its employees and authorised personnel, collects and holds personal and health information about you such as your name, date of birth, contact details, next of kin and emergency contact details, visa and/ or passport details, health information (where required), information about educational history and/ or work experience, current employers and academic records.

How information is held

Personal and health information is held in MGSM electronic databases and also in paper format.

Purposes for which personal information is collected, held, used and disclosed

MGSM collects personal and/ or health information from you (or with your permission, information about you from other educational institutions or government authorities) in order to process your application for admission and/ or enrolment (where relevant), for employment purposes (including for contractors), or to respond to your requests for information from MGSM or for other purposes which are apparent from the request made by you. Your information may be shared with the University in order for the University to give you access to broader University services and facilities and/ or to process employment benefits and entitlements.

The privacy collection notices applicable to the University, (available at http://www.mq.edu.au/about_us/how_mq_works/privacy/collections_notices/) apply to MGSM as if MGSM were substituted for the University in those notices. You can find out more about how your personal and health information is used and disclosed by MGSM in those privacy collection notices. We encourage you to take the time to review these collection notices.

Disclosure overseas

MGSM may collect personal and health information about you from overseas partners, institutions, education providers or former employers or from other persons overseas. MGSM does this if you ask us to or authorise us to do so, or if a law authorises or requires us to do so. In some instances we may outsource a business function to a third party located overseas who collects personal or health information on MGSM's behalf. We may also disclose your personal information overseas where we outsource a business function to a third party located overseas. MGSM uses IT systems which may store information in overseas jurisdictions or in the 'cloud'. This means that your personal and health information may be held in an overseas jurisdiction at a particular time. It is not practicable for MGSM to nominate a particular country where your personal information may be stored.

MGSM takes reasonable steps to ensure that the personal and health information it holds and discloses is managed and maintained securely by:

- using IT technologies which have security measures built into them;
- restricting access of staff and others to personal and health information stored within MGSM;
- securing its websites against unauthorised access;
- securing entry to buildings where information is stored; and
- ensuring that parties contracting with MGSM are bound to comply with privacy and confidentiality provisions (where practicable and possible)

Access to information and complaints

You may write to us to request access to or correction of your personal and health information held by MGSM (subject to applicable laws) by contacting us directly, as detailed below. We will respond to your request within a reasonable time period and, subject to applicable legal considerations, grant you access to or arrange for the correction of your personal information, in a matter which is reasonable and practicable in the circumstances.

If you have a complaint about how your personal information is collected, held or disclosed by MGSM or if you believe that we have breached a privacy principle under the *Privacy Act 1988* (Cth) we ask that you contact us with your complaint in writing in the first instance to:

The Macquarie Graduate School of Management
For Attention: Student Services
99 Talavera Road
North Ryde
2113

Phone: +61 (0) 2 9850 7829
Email: studentservices@mgsm.edu.au

Or:

University Privacy Officer
Macquarie University
NSW
2109

Phone: +61 (0) 2 9850 7111
Email: privacyofficer@mq.edu.au

We endeavour to resolve all disputes promptly and fairly. If however, you are not satisfied with the outcome you receive and your complaint relates to the handling of your information by MGSM, you may refer the complaint to the Federal Privacy Commissioner. Alternatively, if your privacy complaint falls within the provisions of the *Privacy and Personal Information Protection Act 1988* (NSW), you may request that it be dealt with in accordance with the Act. Further information is available under the Complaints section of the University Privacy Framework, available at http://www.mq.edu.au/about_us/how_mq_works/privacy/complaints/.

Responsibility for maintaining compliance with Australian Privacy Principles (effective from March 2014)

Staff and students assist MGSM to maintain accurate information by updating their details through online software systems, by contacting Student Services (for students) or their HR contact (for staff).

Personnel responsible for maintaining compliance with Australian Privacy Principles from March 2014 at MGSM are:

Person Responsible	Responsibility
Manager Student Services	Student matters
HR Manager	Employment matters

Date Approved	18 th February 2014
Approval Authority	MGSM Board
Date of Commencement	14 th March 2014
Amendment Dates	
Date for Next Review	February 2015
Related Policies, Procedures and Guidelines	University Privacy Framework
Policies Superseded by this Policy	This policy supersedes all previous policies on the maintenance of privacy pertaining to personal and/ or health information at the Macquarie Graduate School of Management.