

## THE UNIVERSITY OF SYDNEY UNION PRIVACY POLICY

The University of Sydney Union (USU) is subject to the *Privacy Act 1988* (Cth) and the *National Privacy Principles*. This policy deals with how USU collects, manages and discloses personal information.

### 1. General statement

USU:

- a) Only collects personal information from or about you for the purpose of providing products and services to its members. USU collects personal information from the University of Sydney about students at the time they enrol;
- b) Only collects such information as is reasonably necessary to enable USU to provide its products and services;
- c) Will not disclose your personal information without your consent to anyone other than its authorized staff, except where:
  - i) it is required by law to do so; or
  - ii) disclosure is reasonably necessary to minimize a serious and imminent threat to your health or safety or that of another person;
- d) Will implement appropriate procedures and systems to protect personal information from loss or misuse or unauthorized access, modification or disclosure in accordance with the National Privacy Principles; and
- e) Will take reasonable steps to ensure that personal information held is relevant, not excessive, accurate, complete and up to date;
- f) Retain personal information for no longer than is necessary and then dispose of it lawfully and securely.

### 2. USU's website

While you are using any USU website, the only personal information that is captured by USU is information that you provide to us when filling in forms on the site.

#### a) Member Card Registration

Some personal information, such as your contact details, is required from you when you register your Member Card. This information is never sold or given to third parties, but may be used for internal promotional purposes. For more information, see [Section 5 of the Member Card Terms and Conditions](#).

#### b) Scanning of Member Card

The purpose of scanning your Member Card at a point of sale is to gather statistical information that enables USU to improve its products and services to members. The information is never personal and only records the type of product or service purchased.

#### c) Online Purchases

All online purchases on any USU (such as [Discount Tickets](#), [Skills and Leisure Course Enrolments](#) and purchases from the [Online Shop](#)) require you to provide USU with contact details. This information is never used for any purpose other than fulfilling your online order or providing you with necessary information in regards to your Skills and Leisure Class Enrolment and is not retained for marketing purposes or sold or given to third parties.

d) **Competition Entries**

In order to enter some of the online competitions that USU runs through its website, you will need to provide us with contact information. This information is only used to inform prize-winners of their success, and, where relevant, to organise the delivery of prizes. This information is not retained for marketing purposes or sold or given to third parties.

e) **Non-personal Information**

Site usage statistics may be gathered while you are viewing our site. This information is never personal and includes recording the kinds of browsers used to view the site, number of times that a page has been viewed and the most popular pathways that users take through the site. This information is only used to inform the Union on issues of site efficiency and it cannot be traced back to individual site users.

**3. Cookies**

Cookies are pieces of data placed on your computer by a website.

This website uses cookies to track your browsers progress through the site, enabling the site to function properly. They are also occasionally used in order to make sure that you aren't shown a splash entry page every single time that you view the site - that is, to make the site as pleasant as possible to visit.

You can disable cookies by using your browsers "preferences" or "options" menus. Disabling cookies will mean that you are unable to fill in forms on this site, which means that you will not be able to make online purchases or enter some competitions. You will also miss out on small amounts of content contained in splash pages.

**4. Accessing your personal information**

You may request access to your personal information at any time. USU will make any corrections to your personal information for the purpose of ensuring it remains accurate, complete and up to date.

**5. Changes to this privacy policy**

Any changes to this privacy policy will be posted here before they come into effect.

**6. Concerns or Complaints**

Concerns or complaints about privacy issues on this site will be taken seriously. Please direct any enquiries or comments to the Communications and New Media Manager, Marketing and Communications Department at 02 9563 6256 or [d.crosariol@usu.usyd.edu.au](mailto:d.crosariol@usu.usyd.edu.au).