

PRIVACY POLICY

Section	University Management
Contact	Director Risk and Assurance
Last Review	September 2017
Next Review	September 2022

Approval**PURPOSE**

The purpose of this policy is to ensure that Massey University maintains privacy management practices that:

- a) Comply with the Privacy Act 1993, and the 12 Privacy Principles included therein;
- b) Promote a culture that protects and respects private information;
- c) Educate people within the University about information privacy; and
- d) Monitor privacy compliance and support the development of systems and process that ensure privacy by design.

POLICY

Policy statements are provided for each of the four desired outcomes as follows:

Comply with the Privacy Act 1993, including the 12 Privacy Principles

1. Collection of personal information (principles 1-4)
 - 1.1. The University will collect personal information only where it is necessary to do so for a lawful purpose associated with normal university functions and activities, including where required to do so for reporting purposes.
 - 1.2. The University will collect personal information directly from the individual concerned where it is practical and reasonable to do so unless an exception applies or unless the individual concerned consents otherwise.
 - 1.3. The University collects information by various means and for a variety of purposes, and is required to be transparent about how, when and why it collects personal information. To achieve this transparency, the University will maintain and publish Privacy Statements which make people aware of the collection of their information, the purpose for doing so (including intended usage and disclosure), and the rights of individuals in respect to access and correction of their information.
 - 1.4. The Privacy Statements will be published in the University Calendar, online at <http://www.massey.ac.nz/massey/privacy> on University websites and/or linked to systems that collect and store personal information, such as: Student Enrolment System; STREAM; Massey Contact Systems; Staff recruitment website; Alumni website; Library website; and HR systems.
 - 1.5. The Privacy Statements will be consistent at all times with this Policy, demonstrate good privacy management practice, will be maintained and fit-for-purpose at all times.

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Record requiring retention under the Public Records Act should be disposed of when it is no longer needed i.e. when the purpose for which it was collected has expired.

6. Use and disclosure of personal information (principles 10 and 11)

6.1. The University will not disclose personal information for a purpose that is not consistent with that for which it was collected, unless required or permitted to do so by law, or consent has been obtained from individuals for their information to be disclosed for certain other purposes.

6.2. University staff must only access and/or use personal information where required to carry out a function of their employment with the University. In accordance with the Act, staff must also ensure:

(i) They do not disclose any personal (student or staff) information to another staff member, unless that staff member also has a professional need to use the information.

(ii) They do not disclose any personal (student or staff) information to another individual or organisation external to the University, unless authorised to do so.

7. Using unique identifiers (principle 12)

7.1.

The Privacy Officer for the University, with responsibilities for legislative compliance, is appointed by the Vice-Chancellor and is the AVC Operations, International and University Registrar.

The Privacy Officer will receive all requests for information, notification of privacy breaches and complaints. Investigation of breaches and resolution of privacy related complaints is undertaken by the Director Risk and Assurance.

Educate people within the University about information privacy

An annual programme of awareness building and skills training will be provided to staff

DEFINITIONS

Personal Information: is any information, on its own or combined with other information, about an identifiable individual.

Privacy Impact Assessment: is a systematic process for evaluating a proposal in terms of its impact upon privacy used to identify the potential effects that a proposal may have upon individual privacy, examine how any detrimental effects upon privacy might be overcome and ensure that new projects comply with the information privacy principles.

AUDIENCE

This Policy applies to all University staff and students who interact with Massey University campuses in New Zealand, on-line, and worldwide, including wholly owned subsidiaries and controlled entities of Massey University, as is

