

Personal Information Protection Statement

Responsible Officer:	General Manager
Approved By:	General Manager
Approval Date:	01/07/2025
Review Date:	01/07/2026

1. Overview

The Tasmanian University Student Association (TUSA) is committed to managing personal information it holds in an open and transparent manner. This statement outlines our ongoing obligations with respect to how we manage your personal information.

2. Commitment

In accordance with the Privacy Act 1988 (Cth) (Privacy Act), including the Australian Privacy Principles (APPs), and the Personal Information Protection Act 2004 (Tas), TUSA is committed to protecting the privacy of personal and sensitive information of students, staff, volunteers and our Board of Directors. TUSA also uses the APPs to govern the way in which we collect, use, disclose, store, secure and dispose of your personal information.

3. Personal information

‘Personal information’ for the purposes of the Privacy Act refers to information or an opinion about an identified individual, or an individual who is reasonably identifiable - whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not.

Examples of personal information we may collect include names, addresses, email addresses, student ID number and phone numbers. This personal information can be obtained in many ways including interviews, correspondence, by telephone, by email, via our website <https://www.tusa.org.au/>, from media and publications, from other publicly available sources, from cookies and third parties. We do not guarantee website links or the policies of authorised third parties.

4. Sensitive Information

'Sensitive information' is defined in the Privacy Act as including information or an opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other associations, criminal record, sexual orientation and practices, health or genetic information and some aspects of biometric information.

5. Collection of Personal and Sensitive Information

We collect your personal and sensitive information for the primary purpose of providing our services to you which can include:

- advocating on behalf of the student body;
- providing information to our members and relevant stakeholders and
- for marketing and communicating important information to you.

When we collect personal and sensitive information, we will, where appropriate and where possible, take reasonable steps to explain to you why we are collecting the information and how we plan to use it.

Sensitive information will be used by us only:

- for the primary purpose for which it was obtained;
- for a secondary purpose that is directly related to the primary purpose; or
- with your consent or where required or authorised by law.

We may collect personal or sensitive information without consent only when the collection of the information is required or authorised by law.

Individuals have the right not to disclose some information, to remain anonymous or to opt-out of sharing their information with us, however this may impact the quality of the service that TUSA can provide.

6. Third Parties

Where reasonable and practicable to do so, we will only collect your personal information from you. However, in some circumstances we may be provided with information by third parties (e.g. the University of Tasmania (UTAS)). In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

We will also withhold the identity of any third party, unless required to disclose it by law. This statement does not extend beyond our own website to other websites. When linking to other sites from our website, we recommend that you read the privacy policy of the organisation hosting that external site.

7. Disclosure of Personal and Sensitive Information

Your personal and sensitive information will not be disclosed unless an individual has given consent, or we are required to by law. An individual may withdraw consent at any time. TUSA may be required to disclose personal information by law in the following circumstances:

- in connection with the administration or enforcement of a Tasmania law, or law of another State or Territory of the Commonwealth;
- for the purpose of any legal proceedings arising out of a such laws;
- in accordance with a requirement imposed under any legislation other than any freedom or right of information legislation; and
- to the Tasmanian Ombudsman or the Office of the Australian Information Commissioner and various law enforcement and regulatory bodies.

TUSA may publish deidentified information from time to time.

8. Student Advocacy and Student Legal Services

- The Student Legal Service is run by Youth Law Australia, additionally operating under the Youth Law Australia Privacy Policy.
- TUSA Student Advocates and the Student Legal Service are independent from UTAS and will not divulge information to UTAS without a student's consent, unless legally obligated to do so, or if someone is in immediate serious danger to themselves or others.

9. Marketing and Events

TUSA may collect your information at our events. This may include taking photos or videos of our events, asking you to fill out a form, or through your registration to an event.

Your personal information may be disclosed through distribution of the photos or videos taken at our events if used to promote TUSA and/or UTAS activities. You will see signs at the events which indicate that TUSA is taking photos or filming, and if you do not wish to be included in photos or videos speak to one of our team who are the TUSA team (who are visible in TUSA shirts).

When an individual provides us with contact details, TUSA may use your information to contact you using your email address for marketing or promotional purposes. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing or using the unsubscribe mechanisms contained in the communications

10. Storage, Management and Security of Personal Information

Add here storage of information and disposal practices (i.e. held for 12 months).

TUSA uses a number of safeguards [i.e. secure log in systems, role-based access control, UTAS endpoint protection software's] to protect the information it obtains from misuse and loss, unauthorised access, modification and disclosure.

Personal and sensitive information is stored electronically in secure systems such as SharePoint (for general TUSA staff), Advocate (for Student Advocates) and a third part provider software through YLA which are all accessible only through secure login. Any hard copies of personal information are stored securely when not in use and are not left lying on desks, in central work areas or anywhere where information can be seen by others.

There is an intention that information obtained by TUSA is destroyed when it is no longer required, and every effort will be made to do so within 12 months of the information being no longer required.

11. Access to your Personal Information

You may access the personal information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your personal information, please contact us in writing at hello@tusa.utas.edu.au. TUSA will not charge any fee for your access request. In order to protect your personal information, we may require identification from you before releasing the requested information.

If an individual is not satisfied with the handling of their information or the outcome of their request for access to, or the correction of, their personal information, they can make a complaint in accordance with the TUSA Grievance and Investigation Procedure. You can contact TUSA at hello@tusa.utas.edu.au if you want to obtain a copy of the complaints policy.

12. Maintaining the Quality of your Personal Information

It is an important to us that your personal information is up to date. We will take reasonable steps to make sure that your personal information is accurate, complete and up to date.

If you find that the information we have is not up to date or is inaccurate, please advise us in writing, as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

13. Approval for Release of Information

TUSA is committed to ensuring that any disclosure of personal information is managed responsibly and in accordance with relevant privacy legislation.

All requests for the release of personal information to external parties (including government agencies, third-party organisations, or individuals) must be approved by the TUSA General Manager or their delegate, in consultation with the relevant program lead. This ensures appropriate governance, privacy compliance, and documentation of decisions. Requests for information will generally be responded to within 30 working days of receipt.

14. Relevant Documentation

TUSA community members are encouraged to read this procedure in conjunction with other relevant documentation, as detailed below.

TUSA governance instruments:

- TUSA Grievance and Investigation Procedure
- TUSA Code of Conduct Statement

External:

- [Youth Law Australia Privacy Policy](#)

15. Versioning

TITLE	PARA. AMENDED	APPROVAL DATE
Personal Information Protection Statement	New document	01/03/2023
Personal Information Protection Statement	Version 2	01/07/2025