

Student Collection Notice

The University of Canberra (“we”, “us”, “our”) is committed to safeguarding the privacy of student information. We have implemented measures to comply with our obligations under the *Information Privacy Act 2014* (ACT) and the Territory Privacy Principles. We also manage person information in compliance with other legislation, including the federal *Privacy Act 1988* and the Australian Privacy Principles as required. All staff are bound by the University of Canberra [Privacy Policy](#).

1. Collection of your Personal Information

- 1.1 We collect your personal information directly from you during the application and enrolment process and throughout your time as a student. We may collect your personal information from other sources you refer to us. We only collect personal information when it is reasonably necessary or directly related to one of our functions or activities.
- 1.2 The types of personal information we collect is listed in our [Privacy Policy](#) under clauses 6 – 9 titled “Personal information”. We additionally collect information such as your details of your, fee payments, financial assistance and scholarships, and information relating to any disciplinary or conduct matters and unique personal identifier (your student number).
- 1.3 You consent to us collecting your personal information and using your personal information in accordance with this Notice and our [Privacy Policy](#).

2. Security and retention of your personal information

- 2.1 We store your personal information in accordance with our [Privacy Policy](#) under clauses 26 - 28 titled “Data storage, retention, security and location of your information”.

3. Use of your Personal Information

- 3.1 Your personal information is collected to enable us to provide the education, services, products and information you request, and where it is reasonably necessary to enable us to perform our functions and activities, as provided for in our Privacy Policy under clauses 19, 20 and 21 titled “Purposes for which we may collect, hold, use, and disclose your personal information”. This includes but is not limited to:
 - 3.1.1 corresponding with you
 - 3.1.2 facilitating your access to, and completion of academic programs administered by us
 - 3.1.3 facilitating and enabling programs relevant to your enrolment or candidature, such as cross institutional study, student exchanges, study abroad, student placements, and internships
 - 3.1.4 enabling enrolment in courses provided by a Third Party Provider
 - 3.1.5 facilitating and enabling access to scholarship programs for which you may be eligible
 - 3.1.6 providing associated services such as security, parking, information technology and residential services
 - 3.1.7 facilitating assistance where reasonably required for your safety and security
 - 3.1.8 placing your name on our student electoral role to enable your participation in student elections
 - 3.1.9 facilitating staff training, research and statistical analysis, and systems development and testing
 - 3.1.10 conducting data analysis to develop and improve the University’s marketing, student services and student recruitment activities
 - 3.1.11 upon graduation placing your name, degree and date of conferral on our publicly accessible graduate register, and adding your personal information to our Alumni database

- 3.2 You will be advised of any consequences of not providing personal information requested by us or if you withdraw your consent for the University to collect, use and disclose your personal information. However, it would likely include a limited, or complete inability for us to perform any of the uses listed in clause 3.1 or clause 18 of our [Privacy Policy](#) titled “Purposes for which we may collect, hold, use, and disclose your personal information”.
- 3.3 The University will seek your consent prior to the use of your personal information for any purpose other than as set out in the Privacy Policy and this Collection Notice, except where that other use is authorised or required by law.

4. Disclosure of Personal Information

- 4.1 We will disclose your personal information where necessary to support the uses outlined above. Where personal information is disclosed, it will be done only to the extent necessary to fulfil the purpose of such disclosure. In addition to the types of entities listed in clause 21 of the Privacy Policy, such disclosures may include but are not limited to:
- 4.1.1 organisations such as professional bodies, hospitals or government agencies for you to undertake a practical experience, assessment or similar activity relevant to your degree program
 - 4.1.2 other educational institutions for any cross-institutional study, student exchanges, study abroad, and alliance program enrolment undertaken by you
 - 4.1.3 our controlled entities (e.g. University of Canberra College and UCX Ltd) where you are, have been or will be engaged with that entity
 - 4.1.4 ‘University Supported’ Generative Artificial Intelligence models that have passed our due diligence assessment and are approved for use by us and our staff
- 4.2 Through our engagements with other educational institutions and contracted services providers, some of your personal information may be transferred overseas from time to time. We will only disclose your personal information in accordance with clause 25 of our [Privacy Policy](#) and any applicable legislation.
- 4.3 The University may also disclose your personal information where authorised or required to do so by law, including:
- 4.3.1 to contracted service providers of government departments or agencies e.g. disclosure for the conduct of QILT student experience surveys conducted on behalf of the Department of Education and Training
 - 4.3.2 to agencies and organisations involved in quality assurance and planning for higher education such as the Universities Admissions Centre (UAC) and the Tertiary Education Quality and Standards Agency (TEQSA)
 - 4.3.3 where the University believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of you or another person.
- 4.4 We will seek your consent prior to the disclosure of your personal information for any purpose other than as set out in the Privacy Policy and the Collection Notice. If you give your consent, you may subsequently withdraw your consent in writing at any time.

5. Students undertaking digital assessments

- 5.1 Digital (including online) assessment tasks and examinations may require monitoring of the computer equipment or digital devices that you use.
- 5.2 We will conduct such monitoring, or we will engage contracted service providers to conduct the monitoring on our behalf. It may include one or more methods of session recording or live monitoring, involving the collection and storage of data such as: personal data, biometric data, images, video, audio, computer specifications, software components, computer processes and network communications.
- 5.3 Where such an assessment task or examination is being monitored by a contracted service provider that we have engaged, the provider may need to directly collect from you, process and store data of the types specified above.

6. Your rights to your personal information

- 6.1 You may request access to and amendment of your personal information that we hold in accordance with clauses 28 - 29 of our Privacy Policy, titled “How to access and correct your personal information”, subject to any legal rights and obligations imposed upon us to retain such information e.g. retention obligations under the Territory Records Act.
- 6.2 As a student, you are able to view and update much of your personal and enrolment data in myUC. If you wish to access, amend or delete your personal information, where such option is not available via myUC, or withdraw consent for a specific use or disclosure of your personal information, you should contact:
- 6.2.1 by post at: Privacy Officer, University of Canberra, 11 Kirinari Street, BRUCE ACT 2601, Australian Capital Territory
 - 6.2.2 by email: privacy@canberra.edu.au
 - 6.2.3 by phone: +61 2 6201 5569
 - 6.2.4 by TTY: +61 2 6251 4601 (for hearing impaired callers)
- 6.3 If you are not satisfied with how we have handled your personal information, clause 6 of our Privacy Policy, titled “Contact us” provides details on how you may wish to escalate your concerns.

7. Storage and destruction

- 7.1 We will store your information in accordance with clauses 25 - 27 of our Privacy Policy, titled “Data storage, retention, security and location of your information”.

8. Release

- 8.1 You release and discharge us, our officers, and employees from any claims which may arise in connection with your consent to collect, use and disclose your personal information as set out in this notice.
- 8.2 We do not accept any liability for loss or damage arising from any third party’s use or disclosure of your information. For information on how a third party uses or discloses your information, refer to the privacy policy of the relevant third party.