

Privacy Policy

Owner

'We', 'us', 'our' and 'UTSSA' refer to UTS Students' Association, ABN 71 121 239 674. ACN 121 239 674, Level 3, UTS Tower, 15 Broadway Ultimo NSW 2007

UTSSA takes privacy data very seriously. UTSSA has adopted this Privacy Policy as we recognise student, and stakeholder rights to keep personal information private. This Privacy Policy covers the treatment of personally identifiable information that we collect or hold. UTSSA is subject to the Privacy and Personal Information Act 1998

Collection Information

UTSSA may collect information about you, such as your name, address, contact details, student number, course preferences, date of birth and other relevant details. We may also collect this and other types of personal information during the course of dealing with you, for example when you wish to obtain goods or services and when you participate in contests and promotions or return feedback forms.

Where practicable, the purposes for which we collect personal information will be made clear at the time of sign up.

Use of Information

UTSSA will use the personal information collected for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally, we will only use and disclose your personal information as follows:

- (a) to establish and maintain our database, including providing you with newsletters, magazines and other information necessary to inform you of Student Association activities;
- (b) where appropriate, to facilitate effective communication channels;
- (c) to provide the products, services or information you have requested from UTSSA;
- (d) to answer your inquiries;
- (e) to register you for events, promotions or competitions;
- (f) to assist us to make UTSSA facilities, services and products more valuable to our members and stakeholders;
- (g) to third parties where we have established community partnerships and we believe that those organisations will provide valuable products and services to you. Such third parties will be required to keep your information confidential and to use it only to communicate the products and services to you. You may decline any third party communications by advising UTSSA of your wishes by the means outlined below.

Access to your information

You can access the personal information that UTSSA holds about you by contacting the UTSSA Marketing Manager as set out below. We will provide you with access unless we are legally authorised to refuse your request.

If you wish to change personal information that is out of date or inaccurate at any time please contact us. After notice from you, we will take reasonable steps to correct any of your information that is inaccurate, incomplete or out of date. If you wish to have your personal information deleted please let us know and we will delete that information wherever practicable.

We may refuse your request to access, amend or delete your personal information in certain circumstances. If we do refuse your request, we will provide you with a reason for our decision and, in the case of amendment, we will note with your personal information that you have disputed its accuracy.

Security

UTSSA will take reasonable steps to keep secure any personal information that we hold and to keep this information accurate and up to date. Personal information is stored in a secure server and in secure files.

The Internet is not generally a secure method of transmitting information. Accordingly, UTSSA cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information. UTSSA does, however, recognise that information will be passed via the Internet and takes all reasonable steps to minimise the risk associated with such communications.

Changes to this policy

UTSSA may amend this Privacy Policy from time to time. We suggest that you visit our website regularly to keep up to date with any changes.

Contacting us and 'opting out' notification

If you would like any further information, or have any queries, or problems relating to UTSSA Privacy Policy or our information handling practices in general, please contact our Marketing Manager by email, or telephone, at the addresses mentioned below:

UTS Students' Association
Room 22, Level 3, UTS Tower Building

Biljana.oconnor@uts.edu.au
02 9514 1155

Please Note: Please notify UTSSA if you do not wish to receive marketing information or do not wish to have your contact details provided to third parties for the communication of product and services information.

If you do not notify UTSSA otherwise, you are deemed to have confirmed your agreement, and that of those persons you represent, to the collection and use of your personal information in accordance with this Policy.

