



University of
South Australia

Student Information Privacy Notification

For collection, use and disclosure of personal information

This privacy notification concerns personal information about you collected, used and disclosed by the University of South Australia (**University**). Your privacy is important to us and we will only collect, use or disclose your personal information in accordance with the University's Privacy Policy and the Australian Privacy Principles.

The personal information is collected from you for the purposes of your facilitating your enrolment with the University of South Australia. This personal information includes but is not limited to the following:

- (a) Personal details, including name, contact details, emergency contacts
- (b) Financial information, eg tax file number, information relating to the payment of student contributions or fees, information associated with administering scholarships and prizes.
- (c) Academic information including prior qualifications, UniSA assessment results, records relating to complaints or appeals, records relating to UniSA academic administrative processes such as academic review and standing, academic engagement, work integrated learning activities, academic misconduct and other disciplinary processes, scholarships, student mobility, practice-based learning, complaints and appeals, conferrals and graduation.
- (d) Health related information for the purposes of providing appropriate support (provision of this information is optional)
- (e) For international students, financial information relating to payment of tuition fees, information relating to Overseas Student Health Cover, English language proficiency information, and visa information and passport details

We will use your personal information for the following purposes:

- (a) determining your admission to a program or course
- (b) administering your enrolment and academic progress at the University
- (c) administering the programs and courses in which you are enrolled
- (d) seek feedback from you about your experience at a student of the University
- (e) administering scholarships and other awards
- (f) administering payment of student contribution amounts and tuition fees
- (g) communication with you about matters relevant to you as a student or alumnus of the University
- (h) informing you of, and providing you with, University services and facilities
- (i) administering services and processes relating to student wellbeing, including situations where it is necessary to prevent a serious threat to the life, health or safety of the individual concerned or another person
- (j) conducting student elections
- (k) internal and external quality assurance, including compliance with Commonwealth legislation

The University may disclose your personal information to a recipient located overseas, for example to student exchange partners and other student mobility experience providers, or to partners delivering offshore programs in countries including but not limited to China, Hong Kong, and Singapore.

By providing the personal information you are consenting to the collection, use and disclosure of your personal information for the purposes listed above. Our use of personal information may extend beyond these uses but will be restricted to purposes that are related to the University's functions and activities. The University will only collect sensitive information with express consent or when collection of the information is required by an Australian law (see relevant provisions in the University's [Privacy Policy](#)).

The University can use or disclose your personal information to persons, bodies or agencies in accordance with the University's Privacy Policy or in circumstances where legislation requires or authorises the use or disclosure, such as disclosures in the case of students claiming or receiving a payment from Services Australia.

You do not have to provide your personal information. However, if you do not provide personal information then it may not be possible for the University to admit you to a program, enrol you, arrange for you to receive Commonwealth financial assistance, or to provide you with the information and services needed to complete your program of study.

For more information on how your personal information is collected, stored and disclosed by the University or accessing your personal information, please refer to the University's Privacy Policy, available at <https://i.unisa.edu.au/policies-and-procedures/privacy/privacy-policy/>. To update your personal information please contact Campus Central.

If you have any concerns regarding the handling of your personal information, please contact the UniSA Privacy Officer by email at privacy.officer@unisa.edu.au or by mail to:

Privacy Officer
GPO Box 2471
Adelaide SA 5001.