

Privacy Statement of the University of Newcastle Students' Association Limited (ACN 641 135 195) Trading as UNSA

UNSA is subject to the Commonwealth Privacy Act 1988 and National Privacy Principles. This Privacy Statement explains how UNSA collects personal information and how UNSA maintains, uses and discloses that information in compliance with the Act.

UNSA aims to uphold the confidential manner in which we treat all personal and private information.

No private information will be made available to any person, supplier or organisation by UNSA, (except in line with Clause 3 Disclosure of Information) without your express consent and nothing in the agreement to join this site constitutes such consent.

This privacy statement applies specifically to UNSA's web site, certain documents where private information is collected and the electronic communications facilities used by UNSA and its employees. The electronic communication facilities contain public areas that may be viewed from any Internet connected computer. Other areas are restricted to access by members of UNSA or its employees. It is important to UNSA that its members and customers retain their privacy when they take advantage of all that UNSA and its services have to offer.

When you provide information to UNSA, you consent to us collecting, maintaining, using and disclosing the information in accordance with this Privacy Statement.

1. Collection and use of Information

UNSA collects only the information that you provide to UNSA. Other than your email address, UNSA does not automatically capture any other information including, for example, information about you, your computer or your ISP.

The personal information you give to UNSA in registering your membership of UNSA, will be protected by UNSA from misuse, loss, unauthorised access or modification. Some parts of the UNSA site are password protected.

Access to information by UNSA and its employees is governed by an access protocol which restricts access by employees on a need to know basis. Those parts of the UNSA site are also password protected.

The UNSA website makes use of cookies to create an easier and more convenient experience. Cookies store browsing information on your computer about your visit to the UNSA website, so that the same settings can be used on your next visit. Cookies do not collect personal details about the user.

2. Use of Information

UNSA collects personal information from you to enable UNSA to communicate with you by e-mail or by text message, to improve its web site and to personalise UNSA's service to you. For example, UNSA may provide you with newsletters, activity information, pointers, advice, recommendations or advertisements for goods or services that UNSA thinks will interest you, according to the preferences you have determined.

UNSA will also use the information for its own internal membership administration and analysis.

In your interactions with UNSA, UNSA may collect and record some "sensitive information" such as health details. This information will only be used to provide you with services and information, and will never be collected and recorded without your consent.

3. Disclosure of Information

UNSA will not release (i.e. disclose, sell, rent or otherwise) the personal or sensitive information it holds unless required or provided for by law, or with the consent of the individual to whom the information relates, or to enforce the terms and conditions of use of UNSA's web site, to protect and defend the rights and interests or property of UNSA, or in exceptional circumstances, to prevent a threat to life or health.

UNSA will not store in or transfer your personal information to countries outside Australia.

Your information is stored securely on UNSA's servers inside Australia. Physical copies of your details may also be kept for UNSA's records.

UNSA will store your information while it is required to provide you with services and information, and will destroy it when no longer needed, if appropriate.

4. Maintenance of information and data quality

UNSA is committed to ensuring that the personal information held about you is accurate, complete and up-to-date. If any of the information you have given UNSA changes at any time please advise UNSA with the changed details.

Please be aware that some services require UNSA to have your personal information, and cannot be provided without your details.

5. Questions, Complaints and Disputes.

If you have questions about this privacy statement or UNSA's Privacy Policy, or you believe the privacy of your information has been compromised in any way, you are entitled to lodge a complaint. Complaints can be lodged in person or in writing to the:

UNSA Manager
University of Newcastle Students' Association
AE Building, University of Newcastle
University Drive, Callaghan NSW 2308

If you are unhappy with our handling of your complaint, if UNSA was unable to resolve the problem, or if you feel UNSA has breached the Privacy Act, you may also direct your complaint to:

Office of the Australian Information Commissioner
Phone 1300 363 992
Post GPO Box 5218, Sydney NSW 2001
Online Form: www.oaic.gov.au (Privacy Complaint Form)