

Appendix 4 - Examples of purposes for which information may be collected, used or disclosed

This is an overview of functions of the University for which personal information may be collected, used or disclosed. It does not replace privacy statements or collection notices.

GENERAL FUNCTION	SPECIFIC FUNCTION/PURPOSE
<p>Student Recruitment, Teaching & Learning and Administration</p> <p>Information collected and used for the purpose of student administration may include addresses and telephone numbers, academic details, sensitive information and/or health information.</p>	<ul style="list-style-type: none"> • Provision of information to prospective students • Admission and enrolment (including cross institutional programs) • Set up of accounts and systems (i.e. email account) • Communication with students (including via email) • Academic progression • Conferral of degrees • Delivery of programs • Teaching and assessment • Record of attendance • Scholarships • Administration of student placements • Career development • Financial administration • Student retention • Special events i.e. graduation • Special/adverse circumstances information • Disability services information • Student advocacy • Support services • Complaints or investigations • Student misconduct information • Misconduct information • Incident/emergency information • Mandatory reporting or notification, for example to a government agency • Surveys and statistical reporting
<p>Staff Administration</p> <p>Information collected for employee administration may include biographical detail, sensitive personal information and/or health personal information.</p>	<ul style="list-style-type: none"> • Recruitment, appointment and termination • Absence management • Administration of salary • Administration of leave • Promotion and or professional development • Performance review • Disputes or complaints • Work, Health & Safety • Equity and Diversity • Statistical purposes for reporting • Mandatory reporting or notification, for example to a government agency • Surveys and statistical reporting

Appendix 4 - Examples of purposes for which information may be collected, used or disclosed (continued)

GENERAL FUNCTION	SPECIFIC FUNCTION/PURPOSE
<p>Research</p> <p>Information collected for research purposes may include biographical detail, sensitive personal information and/or health personal information.</p>	<ul style="list-style-type: none"> • Collation and assessment of data (i.e. surveys)
<p>Campus and Community</p> <p>Information collected for campus and community purposes may include biographical detail, sensitive personal information and/or health personal information.</p>	<ul style="list-style-type: none"> • Gifts and Donations • Maintaining and Alumni database • Communication about the University, University events or news • Requests for information • Requests for or use of a service • Community programs and events • Recording and promotion of activities and events • Administration of volunteers • Security and Safety • CCTV
<p>Assurance, Reporting and Marketing</p> <p>Personal information may be collected or used for the purpose of assurance, reporting and or marketing.</p>	<ul style="list-style-type: none"> • Surveys • As part of a request for service or support