Sample Privacy Notice

(See guidance provided as footnotes and contact privacy@scu.edu.au for help with customising a privacy notice).

Southern Cross University is requesting your personal information for the purpose of [Enter details about how the information will be used] and for related [e.g. statistical and reporting] purposes.[1] We may also disclose your personal information to third parties who provide related services, including…[2]

This information is/is not required by law however you will/may not be able to access this service if you do not provide it.

We will treat your information confidentially and will only disclose it to third parties in accordance with this notice, or with your consent, or if required to do so by law.

You can request access to your personal information, or request that it be updated or removed, at any time. Please contact [insert name] on [insert phone number] or [insert email] for more information.[3]

For information on how the University collects, stores, uses and discloses personal information see the University's Privacy Management Plan or contact the Privacy Officer at privacy@scu.edu.au.

Include the following section where required.[4]

The University uses [insert name of third party software] to [insert information about the purpose of using the software, e.g. managing student placements, reporting processes. etc]. Information on how [insert name of third party software] handles personal information can be found here.

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[1] Ensure that this explanation is either comprehensive or is broad enough to cover all potential uses of the information.

[2] Identify any external parties that we might share information with or delete this sentence if not relevant.

[3] This should be someone in the relevant work unit who has access to the information. Please note that the removal of personal information may be subject to data retention requirements.

[4] Where SCU branding is applied to third party software, this must be clearly identified and a link to the software privacy policy be provided.