

<b>DOCUMENT TYPE</b>	<b>P</b>	
<b>ADMINISTRATIVE</b>	<b>5</b>	
<b>GOVERNANCE</b>	<b>1</b>	
<b>LEGAL &amp; CONTRACTS</b>	<b>4</b>	
<b>NUMBER</b>	<b>009</b>	
		Policy Database Document Reference Number <b>514009P</b>

## PRIVACY - PERSONAL INFORMATION POLICY

<b>Purpose/ objectives</b>	<ul style="list-style-type: none"> <li>• To inform staff and students about how the University manages personal information;</li> <li>• How to make a complaint if an individual believes there has been an interference with his/her privacy.</li> </ul>
<b>Scope/ Application</b>	All campuses; All staff; All organisational areas of the University.
<b>Policy Statement</b>	The University is committed to the protection of the privacy of personal information. It will manage personal information in accordance with privacy laws.
<b>Supporting Procedures</b>	Procedures on the Management of Personal Information.
<b>Responsibility for implementation</b>	Vice-Chancellor Director, Legal Services Privacy Officer
<b>Responsibility for monitoring implementation and compliance</b>	Privacy Officer
<b>Status</b>	Revised Format. Prior approval Council 6 May 2002. The implementation of the latest version of this policy supersedes all previous versions of this policy.
<b>Key stakeholders</b>	Privacy Officer Director Legal Services Executive Director, Office of Vice-Chancellor
<b>Approval Body</b>	University Council on 6 May 2002; Senior Management Committee, 29 May 2009, SMC09/17(M), Minute 3.3(i)
<b>Initiating Body or person(s)</b>	Director, Legal Services. Vice-Chancellor
<b>Definitions</b>	<i>Personal information</i> has the meaning set out in section 3 of the Information Privacy Act 2000

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<b>Related legislation</b>	Information Privacy Act 2000 ( <a href="http://www.legislation.vic.gov.au">http://www.legislation.vic.gov.au</a> )
<b>Related Policy and other documents</b>	Health Privacy Policy Health Privacy Procedure
<b>Date Effective</b>	6 May 2002
<b>Keywords</b>	Privacy
<b>Next Review Date</b>	1 December 2012
<b>Owner/Sponsor</b>	Vice-Chancellor
<b>Author</b>	Director, Legal Services
<b>Contact person</b>	Privacy Officer - <a href="mailto:p.whittingham@latrobe.edu.au">p.whittingham@latrobe.edu.au</a>