

## Appendix One

Griffith University collects, stores and uses the following types of personal information:

### **Students**

Griffith University collects, stores and uses student personal information to administer enrolment and education, and access to library and information technology services. This information is also used to administer electoral rolls; student accommodation; scholarships, bursaries, awards and prizes; and student-centred learning resources including online interactive tools and tools developed for activities associated with any aspect of student learning, including practicum and professional placements.

Personal information contained in these records might include:

1. records relating to admission, enrolment and preference
2. records relating to secondary and tertiary performance and grades
3. records relating to program and course attendance, assessment and grade
4. leave applications and approvals
5. medical records
6. HECS and student fees, fines, levies and payments including bank details
7. tax file numbers declaration forms
8. student personal history files
9. qualifications
10. practicum, work integrated learning, mentoring, volunteer and work experience scheme participation
11. various examination, assessment and test records, auditions and performances
12. completed questionnaire and survey forms
13. travel documentation
14. records relating to personal welfare, health, equity, counselling, student and graduate employment, or other support matters
15. records relating to academic references
16. records relating to training such as workplace health and safety training or competency testing
17. records of accidents and injuries
18. records relating to discipline matters
19. records relating to complaints and grievances
20. records relating to investigations
21. records relating to scholarships, bursaries, prizes, honours and awards
22. records relating to student assistance schemes
23. information relating to refund applications
24. records relating to authority to release information to sponsorship and loan organisations
25. information provided by students in the course of completing online learning activities
26. records relating to Working with Children (Blue Card) Checks.

The bulk of this information is retained in the student management information systems and within the University's records management systems. Some portions of this information are retained in various business units while being used for specific purposes. In all cases student personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive and senior managers; academic and general staff who require access to undertake their duties; members of assessment boards, scholarship decision making bodies or University academic committees; members of student appeal and grievance committees; and the student to whom the records relate or an appropriate nominee.

Portions only of the information held in University student records are disclosed outside the University to:

- the Australian Taxation Office
- Department of Education, Employment and Workplace Relations
- Centrelink
- other Universities
- partner organisations for various work integrated learning and mentoring schemes and competitions
- consultant student services providers
- insurance brokers
- collection agencies
- student's legal representation or union
- the student's financial institution
- Department of Immigration and Citizenship
- overseas and Australian sponsorship agencies
- partner organisations offering health cover for overseas students
- external organisations in which students undertake industrial or clinical placements or professional experience
- external organisations who administer student surveys to the extent required to deliver that survey.

## **Employees and recruitment**

Griffith University collects, stores and uses employee personal information to administer employment, recruitment and payroll and maintain historical employment and payroll records. Some of this information may also be used to administer access to library and information technology services, and to administer electoral rolls, and to administer services that employees may buy from the University such as on-site parking.

Personal information contained in these records might include:

1. records relating to attendance and overtime
2. leave applications and approvals
3. medical records
4. payroll and pay related records including banking details
5. tax file numbers declaration forms

6. personal history files
7. performance appraisals
8. records relating to personal development and training
9. graduate, volunteer and work experience scheme participation
10. qualifications or licences
11. trade, skill and aptitude test records
12. completed questionnaire and survey forms
13. travel documentation
14. records relating to personal welfare matters
15. contracts and conditions of employment
16. traineeships
17. recruitment records and position applications
18. records relating to relocation of staff and removals of personal effects
19. records relating to previous employment checks, character checks, security clearances, Working with Children (Blue Card) Checks
20. records of accidents and injuries
21. records relating to compensation
22. records relating to superannuation
23. records relating to rehabilitation
24. records relating to discipline matters
25. records relating to complaints and grievances
26. records relating to investigations
27. records relating to honours and awards
28. records relating to the employee assistance scheme
29. records relating to equity matters
30. records related to health and safety licences and permits

The bulk of this information is retained in the human resource and payroll management information systems and within the University's records management systems. Some portions of this information is retained in various business units while being used for specific purposes. In all cases employee personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive; senior managers; supervisors; administrative staff who require access to undertake their duties; members of selection committees (if appropriate); and the staff member to whom the records relate or an appropriate nominee.

Portions only of the information held in University employee records are disclosed outside the University to:

- the Australian Taxation Office
- superannuation providers
- compensation providers
- consultant rehabilitation providers
- consultant case workers
- pre-qualified Travel Agents
- insurance brokers
- collection agencies

- staff member's legal representation or union
- the staff members financial institution
- Department of Education, Employment and Workplace Relations
- Department of Immigration and Citizenship
- external organisations who administer staff surveys to the extent required to deliver that survey.

## Research participants

Griffith University collects, stores and uses research participant personal information to administer research programs. The bulk of this information is retained by the senior researcher in local secure storage. In all cases research participant personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

The range of personal information that may be collected across the broad scope covered by our research programs relates to every aspect of personal life and affairs. Each research program must specify the particular personal information sought in that program, and the uses to which that information will be put and any possibility of disclosure outside the research program. It is an ethical research expectation within the University that personal information will not be collected, stored, used for, or disclosed outside of, a research program unless participants have previously given informed consent.

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Members of the research team; members of the research funding body (if appropriate); Executive and senior managers; academic and administrative staff who require access to undertake their duties where they are assisting the research team in a supporting role; and the research participant to whom the records relate or an appropriate nominee.

## Health Clinics

Griffith University collects, stores and uses personal information for patients of the clinics it runs within the University.

The personal information is used to provide health care and to contribute to the teaching, research and development activities in relevant fields.

Personal Information contained in these records might include

1. Personal information eg, names, addresses and contact details.
2. The names of professional practitioners who are currently or who have previously treated the patient.
3. Names and addresses of dependant parties to the patient.
4. Financial records related to the treatments given and associated fees charged.
5. Patient's Records, including records detailing assessments and treatments
6. Medical Records including medications, and any current or past medical conditions.
7. Contact records showing student names associated with patients treated, and treatments provided.

8. Correspondence that may take place between the Patient and the clinic, or any referring Doctors or Health practitioners and the Clinic.
9. X-rays
10. Video/audio/digital recordings and images and models/castings of the Patient taken during treatment/sessions for use in treatment planning, teaching and research within the University.
11. The Practitioners notes on the consultations and treatments given.

Staff at all levels in the clinic, as well as students, who are authorised by their School will have access to the patient records, only as required to carry out their duties.

Records may be disclosed outside the University:

1. at the Patients written agreement or request, or
2. in the provision of contractual obligations under an Agreement or contract, where the University is contracted to perform treatments and provide activity reports on behalf of an external party.

Should there be a dispute with a Patient over the University's ability to disclose records outside the University, any Agreement or contract that the University may have with an external party for provision of treatment which requires or permits the disclosure of records will prevail.

Patients may request access to view their clinic record, however, the record remains the property of the University. Such viewings by patients of clinic records will be conducted in accordance with the process set down by the clinic's host School and may involve the presence of a senior staff member or the treating clinician.

## **Young Conservatorium**

Griffith University collects, stores and uses personal information to administer the running of pre-tertiary activities and professional development courses associated with the Young Conservatorium. The type of personal information contained in these records is the name, address and contact details of non-tertiary students.

Staff who work for the Young Conservatorium have access to this information only as required to carry out their duties.

## **Childcare and Family Day Care clients**

Griffith University collects, stores and uses personal information of clients of our childcare services to administer enrolment and care of the children. The confidentiality provisions of the [Child Care Act 2002](#) supersedes the IPP's in relation to the collection, use, storage and disclosure of children's personal information.

The type of personal information contained in these records might include:

1. records relating to attendance of children,
2. records relating to guardianship and carers of children,

3. applications and approvals for child care
4. records relating to childcare employees (refer Employees and recruitment)
5. medical records of children
6. fees and collection of payment related records including bank details
7. child personal history files
8. records relating to attendance and behaviour
9. records relating to a child's personal development and learning
10. completed questionnaire and survey forms
11. records relating to a child's personal welfare matters
12. records of accidents and injuries
13. records relating to equity matters

The bulk of this information is retained in the childcare management information systems and in secure storage in the business unit. Some portions of this information relating to vendors of the childcare services and to billing for services are kept on the financial management information systems. In all cases childcare client personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties, taking into account the provisions of the [Child Care Act 2002](#). Access is limited to the following: Executive; Director Campus Life; childcare and administrative staff who require access to undertake their duties; and the client to whom the records relate or an appropriate nominee.

Information about children in University records will only be disclosed under the provisions of the [Child Care Act 2002](#) and the [Information Privacy Act 2009](#) or [Right to Information Act 2009](#).

## **Student Homestay providers**

Griffith University collects, stores and uses personal information of providers of the Student Homestay program to administer that program. The type of personal information contained in these records is the name, address and contact details of providers as well as records relating to:

1. Homestay provider history files
2. completed questionnaire and survey forms
3. records relating to equity matters
4. complaints and investigations
5. financial records
6. fees and collection of payment related records including bank details.

The bulk of this information is retained in the business unit in local secure storage. In all cases Homestay provider personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive; Director Campus Life; administrative staff who require access to undertake their duties; and the provider to whom the records relate or an appropriate nominee.

## Off Campus Accommodation

Griffith University collects, stores and uses personal information of providers of Off Campus Accommodation for administration purposes. The type of personal information contained in these records is the name, address and contact details of providers, as well as records relating to:

1. Incident Reports
2. complaints and investigations
3. financial records
4. fees and collection of payment related records including bank details.

The bulk of this information is retained in the business unit in local secure storage. In all cases off campus accommodation provider personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive; Director Campus Life; administrative staff who require access to undertake their duties; and the provider to whom the records relate or an appropriate nominee.

## Vendors

Griffith University collects, stores and uses vendors' personal or business information to administer the purchasing of goods and services and to administer the tendering process.

Personal information contained in these records might include:

1. business name, business address and contact details of vendors and where volunteered of nominated officers or staff
2. records relating to tenders, ordering, invoicing and payment and related records including banking details
3. Australian business number, Australian company number and Dun's number (ie, credit reference)
4. records relating to complaints and investigations

The bulk of this information is retained in the financial management information systems and within the University's records management systems. Some portions of this information is retained in various business units while being used for specific purposes. In all cases vendors' personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive and senior managers; academic and administrative staff who require access to undertake their duties; and the vendor to whom the records relate or an appropriate nominee.

Information held in University records is normally disclosed outside the University to the vendor's financial institution.

## **Tenancy and short term hiring of university premises**

Griffith University collects, stores and uses business operator's personal or business information to administer the tenancy of business premises on its campuses, to administer the short term hiring of training and conference facilities on its campuses, and to administer on-campus accommodation for conference delegates residing on campus.

Personal information contained in these records might include:

1. business name, business address and contact details of tenant business's principals, and where volunteered, of other nominated officers or staff
2. business name, business address and contact details of hirers, and where volunteered, of other nominated officers or staff
3. Name and contact details of persons for whom we are arranging on-campus accommodation.
4. records relating to requests for tenancy, to hire, or to reside, invoicing and payment and related records including banking details
5. Australian business number
6. records relating to complaints and investigations

The bulk of this information is retained in the financial management information systems and within the University's records management systems. Some portions of this information is retained in the Element Business Unit, Campus Life, or the Financial and Business Services business units while being used for specific purposes. In all cases this personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive; Directors of Finance and Business Services, Campus Life; administrative staff who require access to undertake their duties; and the operator to whom the records relate or an appropriate nominee.

Portions of the information held in University records is disclosed outside the University to the hirer's or tenant's financial institution, and in the event of an arrears of payment, to a debt collection agency.

## **Friends of the University, official visitors, volunteers, Visiting, Honorary and Adjunct academics**

Griffith University collects, stores and uses personal information about friends of the university, official visitors, visiting, honorary and adjunct academics, and volunteers to administer these programs and to administer these persons participation in the University community. In some cases this information may also be used to administer access to work facilities, and to library and information technology services. The Visiting, Honorary and Adjunct Academic programs are administered as an employee program. Refer to the Employees and recruitment category for these three types of information.

The types of personal information contained in records relating to Friends of the University, official visitors, and volunteers, includes name and contact details, business name and business contact details, and records relating to the nature of their relationship to the university.

This information is retained in various systems, the External Relations and Development and Alumni databases, the Campus Community database, in the human resource management and financial management information systems, in the file registry and in various business units while being used for specific purposes. In all cases volunteer and visitor personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive and senior managers; academic and administrative staff who require access to undertake their duties; and the person to whom the records relate or an appropriate nominee.

Portions of the information held in University records, where required, may be disclosed outside the University to:

1. External organisations in which official visitors, volunteers, honorary and adjunct academics undertake clinical placements or professional experience
2. Professional registration boards

## **School and Workplace Visits and Competitions Programs**

Griffith University collects, stores and uses personal information about teachers and guidance officers to administer the School and Workplace visiting program, to administer our local schools outreach programs, and to administer local participation in national secondary student projects in which the University is participating. The type of personal information contained in these records is the name and contact details of the teachers or guidance officers and their area of responsibility.

This information is retained in the External Relations database, in the file registry and in various business units while being used for specific purposes. In all cases teachers' and guidance officers' personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive and senior managers; academic and

administrative staff who require access to undertake their duties; and the teacher and/or guidance officer to whom the records relate or an appropriate nominee. These details are not disclosed outside of the University unless it is a requirement of participation in a competition.

## **Requests for information from Prospective Students**

Griffith University collects information from prospective students enquiring in-person, by phone or email, to be used for future mailouts to clients. The type of information collected includes name, address, date of birth, phone number, email address and study area of interest.

This information is stored on a University electronic file and is deleted and/or destroyed according to the provisions outlined in the [Queensland State Archives](#), General Retention and Disposal Schedule for Administrative Records. Access to this data is limited to authorised staff of the University.

During visits to high schools or at various careers markets around Australia, prospective students complete a reply paid form in which they can request to go on a database to receive updates and further information. The type of information collected includes name, address, date of birth, email address, high school as well as the study area of interest.

This information is collected regularly on an External Relations database and in the file registry and is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#). Access to this data is limited to members of the Promotions Team for follow-up purposes and the details are not disclosed outside of External Relations.

The form carries the relevant privacy notice which advises the purpose for information collection, and that the confidential content will not be distributed to a third party.

## **Work based learning programs**

Griffith University collects, stores and uses personal information about managers and organisational supervisors within public and private sector agencies in order to administer various work based learning programs. The type of personal information contained in these records is the business name, the person's name, the business address and the person's contact details and area of responsibility.

This information is retained in various business units' databases while being used for specific purposes. In all cases this personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive and senior managers; academic and administrative staff who require access to undertake their duties; and the manager and/or organisational supervisor to whom the records relate or an appropriate nominee. These details are not disclosed outside the University unless it is a required as part of a student's or learning group's participation in a work integrated learning related competition, ie. students in free enterprise.

## **Officers and members of sporting competitions, university clubs and associations**

Griffith University collects, stores and uses personal information about: officers of University clubs and associations to administer the assistance program offered to these clubs and associations; students to determine their eligibility in competing at Australian University Sport or other sporting events and to facilitate the registration of these students in the respective competitions; and members of clubs (including the University's gym) or participants in social or competitive sports in order to determine eligibility for recognition. The type of personal information contained in these records is the name and contact details of the officer, member or participant, and also, in the case of gym memberships or those participating in a sporting event, the name, address and contact details, medical history and personal fitness information provided by the member at the time of joining and during membership.

The University also collects information on participants of tennis coaching, competitive and social programs provided at the GU Tennis Centre. The type of information contained in these records is the name, address and contact details of the member or participant (parent / guardian where under 17), school a junior member belongs to, program / competition or coaching in which the individual is participating and medical information.

The bulk of this information is retained in the business unit while being used for specific purposes. Information relating to eligible sports students is disclosed to Australian University Sport for the purpose of administering student registrations into the sporting competitions, by both the University and the students respectively. In all cases officers and members personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive; Director Campus Life; administrative staff who require access to undertake their duties; and the Officers and members to whom the records relate or an appropriate nominee. There are no requirements to disclose this information outside the University. However, information may be disclosed to a medical practitioner or other third party in the case of medical emergency.

## **Information Services clients**

Griffith University collects, stores and uses personal information about clients who may not be students or staff in order to administer access to library and information technology services. The type of personal information held in these records includes:

1. name, contact address and details
2. where relevant an identifier such as a student or staff number if a student or staff member of another institution
3. records relating to requests for library and information technology access and approval
4. records relating to replacement costs for lost library items
5. records relating to complaints and investigations

The bulk of this information is retained in the library management information systems and in the Library administrative area while being used for specific purposes. In all cases client personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive; library professional and administrative staff who require access to undertake their duties; and the client to whom the records relate or an appropriate nominee.

**Exception:** Information relating to lost library items can be given to staff members'/students' home institution for the purpose of recovering replacement costs under the University Library Australia reciprocal borrowing agreement.

## Electoral rolls

In the case of voters who are neither current staff nor students, Griffith University collects, stores and uses voters' personal information to administer the various electoral rolls. The type of personal information contained in these records includes name and contact details and records relating to the person's eligibility for enrolment.

The bulk of this information is retained in the electoral roll databases and within the University's records management systems. Some portions of this information is retained in the business unit while being used for specific purposes. In all cases voters personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive; administrative staff who require access to undertake their duties; and the voter to whom the records relate or an appropriate nominee.

## Alumni databases

Griffith University collects, stores and uses prior-student personal information to administer alumni programs. This information is also used to administer electoral rolls. The type of information contained in these records includes name, contact details and curriculum vitae information and records relating to participation in Alumni events.

The bulk of this information is retained in the central administrative business unit's data base and specific alumni data bases, and within the University's records management systems. Some portions of this information is retained in various academic business units while being used for specific purposes. In all cases alumni personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive and senior managers; academic and administrative staff who require access to undertake their duties; and the person to whom the records relate or an appropriate nominee.

## Officers, staff and students of partner organisations

Griffith University collects, stores and uses personal information about officers, staff and students of various organisations in order to administer contracts and partnership arrangements. For some of these arrangements this information is also used to administer enrolment, articulation, and education. Where this information is in the nature of student information it is treated in that section of this document. The types of personal information contained in these records includes:

1. business name, business address and contact details of organisations and where volunteered of nominated officers or staff
2. records relating to contracts, tenders, ordering, invoicing and payment and related records including banking details
3. records relating to contract performance, complaints and investigations
4. Australian business number or similar identifier if required under other administrations regimes

The bulk of this information is retained within the University's records management systems. Some portions of this information is retained in various business units while being used for specific purposes. In all cases this type of personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive and senior managers; academic and administrative staff who require access to undertake their duties; members of assessment boards and of scholarship decision making bodies; and the person to whom the records relate or an appropriate nominee. There are no requirements to disclose this information outside the University except as required by taxation or education administration regimes of home countries.

## Publications mailing list

Griffith University collects, stores and uses personal information to administer the publications mailing list. The majority of persons on this list are there because of their already current relationships with the University and these are covered within another prior category. Specific to this category are those persons who express an interest in receiving information and who generally have no other relationship with the University. These include journalists, business and industry representatives, politicians and lobbyists. The type of personal information contained in these records includes names, business names, business address, contact details, and records relating to the reason for inclusion on the publication mailing list.

This information is retained in the External Relations and Development and Alumni databases or in various business units while being used for specific purposes. In all cases this type of personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive and senior managers; administrative staff who require access to undertake their duties; and the person to whom the records relate or an appropriate nominee.

## **Griffith Review**

Griffith University collects, stores and uses personal information to administer subscriptions to the *Griffith Review*. The type of personal information contained in these records includes the name, address, contact details and credit card details of subscribers to the publication.

Staff and interns who work for *Griffith Review* have access to these records only as required to carry out their duties. Access to stored credit card information is limited.

## **Parking, Traffic Management and Vehicle Infringement Notices**

Griffith University collects, stores and uses personal information to administer the issuing of parking permits, the collection of parking fines and to process vehicle infringement notices received from outside organisations in relation to Griffith University vehicles. The type of personal information contained in these records includes names and addresses, driver's licence number, vehicle details, records relating to requesting and approving parking permits, and records relating to parking fines.

The bulk of this information is retained in secure parking and fines databases. Some portions of this information is shared with payroll who administer employee payments for parking permits, and cashiers for referencing when receiving fine payments. Information relating to unpaid fines is also provided to and held by the State Penalties Enforcement Registry (SPER). In all cases personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive and senior managers; security and administrative staff who require access to undertake their duties; and the person to whom the records relate or an appropriate nominee. Portions of this information relating to unpaid parking fines are disclosed outside the University to SPER. Information relating to any Griffith University vehicle infringement notice is disclosed outside the University to the organisation issuing the infringement notice.

## **University Vehicle Management**

Griffith University collects, stores and uses personal information to administer the use of University owned, leased or hired vehicles. The bulk of this information is retained on a secure vehicle management database.

Personal Information contained in these records might include:

- Vehicle user's name
- Vehicle user's driver's licence number
- Vehicle user's driver's licence expiry date

This information is retained in the Office of Finance and Business Services databases or in the Nathan campus Transport Office while being used for specific purposes. In all cases this type of personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive and senior managers; administrative staff who require access to undertake their duties; and the person to whom the records relate or an appropriate nominee. Portions of this information relating to alleged vehicle infringements are disclosed outside the University to the organisation issuing the infringement notice.

## **Insurance**

Griffith University collects, stores and uses personal information in order to secure insurance cover in relation to University activity and also to assist in the settlement of insurance claims. These claims include but are not limited to Personal Property, Corporate Travel and Student Personal Accident insurance. Personal information is collected on a voluntary basis and may include medical history and financial information.

The bulk of this information is retained in files of the Insurance Section in secure storage. In all cases the personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive and senior managers; administrative staff who require access to undertake their duties; and the person to whom the records relate or an appropriate nominee.

The information held in University records is disclosed outside the University to the University's insurers and insurance brokers.

## **Travel Management**

Griffith University collects, stores and uses personal information to administer travel with the University's preferred suppliers and airlines in relation to membership.

Personal Information contained in these records might include:

- Traveller's name, address and contact details
- Itinerary information
- Passport number and expiry details or driver's licence number
- Airline membership numbers

The bulk of this information is retained in Finance and Business Services in local secure storage. In all cases the personal information is retained and disposed of according to the

applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive and senior managers; administrative staff who require access to undertake their duties; and the person to whom the records relate or an appropriate nominee.

The information held in University travel records is normally disclosed outside the University to the travel service provider or the airline concerned in relation to corporate memberships.

## **Financial and Resource Management Systems**

Griffith University uses the Financial and Resource Management systems to undertake various normal business activities and in doing so, collects stores and uses personal information to administer various financial and resource management aspects of activities included in previous categories. Specifically, personal information is used to administer revenue and expenditure streams, payroll and payroll related activities, personally issued assets, creditors and debtors. The types of personal information contained on our financial and resource management systems is discussed in previous categories.

The bulk of this information is retained in the financial and resource management information systems. Portions of this information are retained on the human resource, payroll, and student management information systems, and in the file registry. Some portions of this information is retained in various business units while being used for specific purposes. In all cases financial and resource management personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive and senior managers; administrative staff who require access to undertake their duties; and the person to whom the records relate or an appropriate nominee. Portions only of this information may be disclosed outside the university as discussed in previous categories.

## **Information Technology Management Systems**

The University's information technology management systems network routinely carries, enables processing of, and stores for varying periods, much of the core business and the supporting corporate service business of the University on behalf of its many business Units.

Personal information contained in these records might include:

- Names, University membership numbers, and contact details
- Content of emails as well as email aliases both University, and if supplied, ones of a private nature
- Details of web sites visited while using the University's facilities
- Details of phone numbers called
- Files and information created on the University's servers

- Records relating to requests for information technology access, and problems relating to such access
- Summaries of information such as enrolment and nature of employment as required to administer information technology access

This information is not usually disclosed except to managers, systems administrators and the person concerned. Staff and students are routinely made aware of system usage rules and monitoring procedures concerning collection and use of the information. In all cases such personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive; senior managers; systems and administrative staff who require access to undertake their duties; and the person to whom the records relate or an appropriate nominee.

## **Administrative Law**

Personal information is collected when the University receives an application for documents under the [Information Privacy Act](#) or [Right to Information Act](#) from an individual, some of the documents gathered to process the request may contain personal information. In all cases such personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Access is limited to the delegated Privacy Officer and staff in the Legal Services Unit, and to the person to whom the records relate or an appropriate nominee. This information may be disclosed outside the University to the Information Commissioner in the case of an external review of a decision.

## **Internal audit**

The University's Internal Audit Unit may collect personal information during the conduct of audits performed in accordance with the International Standards for the Professional Practice of Internal Auditing as pronounced by the Institute of Internal Auditors. For instance, payroll reports and leave forms. In all cases such personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Access is limited to Executive and Internal Auditors. Information contained in these records may be disclosed outside the University to an external auditor as required by the Queensland Audit Office.

## **Board, committee and working party members details**

The University has a number of advisory boards, ad-hoc and ongoing committees and ad-hoc working parties. Personal information is collected, stored and used in order to administer participation on these groups by members who are not students or staff of the University. The type of information contained in these records may include:

1. name, contact details
2. business name and contact details
3. records relating to the attendance and participation in meetings and related events
4. records relating to the administration of boards, committees and working parties
5. records relating to complaints and investigations

In all cases such personal information is retained and disposed of according to the applicable provisions of the relevant records disposal authority approved by [Queensland State Archives](#).

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive; senior managers; academic and administrative staff who require access to undertake their duties; and the person to whom the records relate or an appropriate nominee.

## Residential Colleges

Griffith University collects, stores and uses personal information about applicants for Colleges to administer on-campus accommodation. These details are stored on the accommodation data bank, on backup tapes, and in hard copy files . The type of personal information contained in these records is the name, address, personal details, and contact details of current and potential college members, as well as records relating to:

- 1 Incident Reports
- 2 Complaints (and investigations)
- 3 Student personal files
- 4 Financial records
- 5 Fees and collection of payment related records including bank details
- 6 Completed questionnaire and survey forms
- 7 Academic information.

Staff at various levels have access to these records only as required to carry out their duties. Access is limited to the following: Executive; Director, Campus Life; administrative staff and Heads of Colleges who require access to undertake their duties.

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