



Sydney University Postgraduate Representative Association (SUPRA) Privacy Policy

A. Preamble

Name of Policy

This is the Sydney University Postgraduate Representative Association (SUPRA) Privacy Policy.

Commencement

This policy commenced on 20 October 2011.

Policy is binding

This policy binds SUPRA, its Council, members, staff, affiliates, and contractors.

Statement of intent

This policy:

- a) supports the SUPRA Constitution ('the Constitution') and shall not be interpreted so as to contravene the Constitution;
- b) is a statement of principle of SUPRA's commitment to comply with the requirements as set out in:
 - i) the *Privacy and Personal Information Protection Act 1998 (NSW) (PPIPA)* and the *Health Records and Information Privacy Act 2002 (NSW) (HRIPA)* when it collects, holds, uses and/or discloses an individual's

- personal information and health information; and
- ii) any other legislation when it deals with personal and health information;
- c) provides for SUPRA's Privacy Procedures which detail SUPRA's plan for managing privacy.

B. Policy

1. Definitions

- 1.1 The definitions set out in the Constitution shall apply to this policy.
- 1.2 In addition, for the purposes of this policy:
 - 1.2.1 **Health Information** has the same meaning as in the HRIPA.
 - 1.2.2 **Health Privacy Principles** means the principles set out in Schedule 1 of the HRIPA.
 - 1.2.3 **Information Protection Principles** means the principles set out in sections 8-21 of the PIPA.
 - 1.2.4 **Personal Information** has the same meaning as in the PIPA.
 - 1.2.5 **Procedures** means the SUPRA Privacy Procedures implemented pursuant to this Policy.

2. Policy Statement

- 2.1 SUPRA is committed to respecting the privacy of individuals, creating a privacy culture and promoting fair and compliant information handling practices in all its procedures and activities.
- 2.2 SUPRA will meet the standard of the requirements set out under the PPIPA and the HRIPA.
- 2.3 All Councillors and staff must comply with and implement the Information Protection Principles, Health Information Principles, this Policy and SUPRA's Privacy Procedures and ensure that those under their supervision or direction are made aware of their obligations under these principles, this policy and the procedures.

3. Procedures

- 3.1 The procedures set out how SUPRA will comply with the Information Protection Principles and Health Privacy Principles.
 - 3.2 The procedures also contain information on how to make a complaint about a privacy matter.
 - 3.3 The Vice President, or their nominee, together with the Operations Manager of SUPRA, or their nominee, will keep the procedures current.
 - 3.4 Any breaches of the procedures, including any instances of accidental collection, misuse, disclosure, or destruction of personal or health information should be reported to the President.
 - 3.5 SUPRA will respond promptly to applications for access to personal information.
 - 3.6 Council and staff must undertake a risk analysis for any new activities or projects that deal with collection, use or disclosure of personal or health information in order to assess whether these have the potential to impact on individual privacy and, if so, how these will be managed in accordance with the procedures.
 - 3.7 SUPRA will provide privacy education and training to Council at Instatements and to staff, where needed, to promote awareness of and compliance with this policy and the procedures.
 - 3.8 Contracted third parties must comply with any privacy obligations specified in their contracts with SUPRA and with any directions SUPRA provides in relation to information they have access to or manage on SUPRA's behalf.
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NOTES

SUPRA Privacy Policy

Date ratified by Council: 20 October 2011

Date commenced: 20 October 2011

Date last amended: 29 July 2021

Administrator: Vice President, SUPRA

Review date: 29 July 2023

Amendment History

Dates amended:

1. 29 July 2021