

PRIVACY POLICY

Section	Risk Management
Contact	Risk Manager
Last Review	July 2014
Next Review	July 2017
Approval	C14/125 – October: 4.1.2
Effective Date	July 2014

PURPOSE

The purpose of this policy is to establish procedures and guidelines for:

- (a) The collection, use and disclosure of personal information by Massey University.
- (b) Access by individuals to personal information about themselves held by Massey University
- (c) Safe storage and quality of information.

POLICY

Massey University will comply with its obligations in respect of personal information under the Privacy Act 1993, the Official Information Act 1982 and the Education Act 1989.

This policy is not intended to be a stand-alone document. It must be read and applied in conjunction with:

- The Information Privacy Principles in the Privacy Act 1993.
- The agreements between Massey University and its staff.
- The agreements between Massey University and its students.
- Procedure for collection, use and disclosure of personal information.
- All relevant law, including the Privacy Act 1993.

The Privacy Officer for Massey University is appointed by the Vice-Chancellor and is the AVC Operations, International and University Registrar. Responses to requests for information, and investigation of privacy breaches and complaints made in respect of the Privacy Act 1993 may be sub-delegated.

Privacy at Massey University will be proactively managed in accordance with the Privacy Management Framework.

DEFINITIONS

Personal information means information about an identifiable individual.

AUDIENCE

All staff and students

RELEVANT LEGISLATION

Privacy Act 1993

Official Information Act 1982

Health Information Privacy Code 1994

LEGAL COMPLIANCE

Procedures for collection, use and disclosure of personal information about identifiable individuals, and access to and correction of personal information and the use of unique identifiers, must comply with the twelve 'Privacy Principles of Privacy Act 1993. Massey University must appoint a 'Privacy Officer' with responsibilities for compliance with these principles, and to deal with requests for access.

All requests made under the Official Information Act 1982 are deemed to be a request made pursuant to with ss 1(b) Principle 6 of the Privacy Act 1994.

The Health Information Privacy Code 1994 requires that Massey University appoint a 'Privacy Officer' with responsibilities for compliance with these principles, and to deal with requests for access. Access to all Health Information for identified individuals must be secured.

RELATED PROCEDURES / DOCUMENTS

[Privacy Management Framework](#)

[Procedure for Collection, Use and Disclosure of Personal Information](#)

[Records Management Policies and Procedures](#)

[National Contact Centre Privacy Guidelines](#)

[Massey University Manager's Privacy Resource Kit](#)

[Legislative Resource Library](#) (available on the Intranet)

DOCUMENT MANAGEMENT CONTROL

Prepared by: Risk Manager

Owned by: Assistant Vice-Chancellor Operations, International and University Registrar

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