



Privacy Policy and Terms and Conditions of Membership

Privacy Policy

Application

This policy is binding on all staff, office bearers and agents of SSU.
This policy applies to all personal information collected from any source about any person.

Definitions

SSU means Swinburne Student Union Inc.

Constitution means the Constitution of Swinburne Student Union Inc.

Swinburne means Swinburne University of Technology.

Personal information means any information about an individual, or opinion of an individual, whose identity is apparent or can reasonably be ascertained from that information or opinion.

Interpretation

The use of any common sense interpretation of this policy shall be sufficient to establish compliance.

Policy

Collection of Personal Information

SSU shall only collect such personal information as is reasonably necessary to fulfil the primary purpose for which that information is required.

SSU shall not collect or record sensitive information such as racial or ethnic origin, political views, religious beliefs, sexual preferences, medical conditions, disability and criminal record except where that information is integral to a *bona fide* advocacy case raised with the Student Rights Department or for Union Membership.

SSU shall not collect or record unique identifiers other than those used internally for internal purposes except to fulfil *bona fide* legal requirements. A unique identifier is a number assigned to an individual in order to identify the person for the purposes of an organisation's operations. Tax File Numbers and driver's licence numbers are examples of unique identifiers.

SSU shall not collect student numbers except where that information is integral to a *bona fide* advocacy case raised with the Student Rights Department or where required to fulfil a *bona fide* legal or constitutional requirement.

At the time that personal information is collected the person to whom the information relates shall be advised of the purpose for which that information is collected and whether the information is required. This clause shall not apply to student or membership databases supplied or by voluntary members through membership commencing the 1st of July 2006 by Swinburne where required to fulfil a *bona fide* legal or constitutional requirement.

Amendments to Personal Information

Where SSU becomes aware that personal information it holds is or has become inaccurate SSU shall provide the individual/s concerned with reasonable opportunity to correct inaccuracies.

Use of Personal Information

SSU shall not allow personal information to be used for any purpose other than the purpose for which the information was originally collected.

Storage of Personal Information

SSU shall take reasonable steps to ensure that personal information is protected from misuse, loss, unauthorised access, modification or disclosure.

Disclosure of Personal Information

Any individual may, on request, view personal information collected on them and held by SSU. SSU shall not, except as reasonably required by *bona fide* lawful authority, allow personal information to be viewed or accessed by any individual or organisation other than the individual or organisation for whom the information was originally collected.

Where personal information is disclosed to a third party no disclosure shall take place without agreement with that party to also be bound by this policy.

Personal information may be disclosed where there is a *bona fide* belief that such disclosure is necessary to reduce or avoid serious threat to an individual's life, health or safety or to public health and safety.

Retention of Personal Information

SSU shall destroy all personal information collected as soon as reasonable once the purpose or activity for which the information was originally collected has passed, but no later than two years following collection except as reasonably required to be kept longer for *bona fide* legal or constitutional reasons.

An individual may, in writing, revoke permission for SSU to hold personal information about themselves unless it is necessary for such information to be retained by SSU for *bona fide* legal or constitutional reasons. If permission is revoked SSU shall destroy this information as soon as practical, but no later than two weeks after receipt of advice of revocation.

Conscientious Objection

No student shall be denied access to or participation in a union activity or service solely due to his or her refusal to provide personal information, except as is reasonably required for *bona fide* legal or constitutional reasons.

Policy Disclosure

On request, a copy of this policy shall be provided to any interested party.

This policy shall be available on the SSU website.

Guidelines

In interpreting this policy guidance *may* be sought from information published by the Victorian Privacy Commission. The Victorian Privacy Commission's website can be found at <http://www.privacy.vic.gov.au/>

Terms and Conditions of Membership

It is the responsibility of the student/person purchasing a SSU Membership to ensure that they understand what the membership entails and any terms and conditions attached by the Ambassador Program.

Each campus has a different level of service with the Hawthorn Campus being the central service provision campus. Students who do not study at Hawthorn are advised to check service provision on their campus prior to purchasing a membership.

Unfortunately we can not offer refunds on membership fees. We recommend that you take this into account when considering purchasing a membership.

Any member wishing to pay by direct debit must read the appropriate release forms and sign these forms prior to membership being issued.

Membership for students/persons paying by cheque will not be processed or finalised until the cheque has cleared. Once the cheque has cleared a membership card will be issued.

Only student members of the Swinburne Student Union can nominate for elections onto any of the boards and committees of the Swinburne Student Union.

On students of Swinburne University of Technology can vote in Swinburne Student Union elections.

I have read the privacy policy and terms and conditions of membership and agree to accept them both:

Name: _____

Address:

Signature: _____

Date: _____

- ***Please ensure that you initial each page of this document and sign this page.***