



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

## PRIVACY POLICY

Personal information provided to The University of Notre Dame Australia is covered by The Commonwealth Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000. The University has made a commitment to abide by the 10 National Privacy Principles which outline the standards required for collection, storage, use, disclosure, protection and transference of personal information.

Personal information provided to the University will be used to further the academic progress of past and present students and applicants to the University and to support the goals of the University as outlined in the Objects of the University.

If information with regard to your academic records and personal contact details is not provided accurately and in a timely fashion your student record may be adversely affected and correspondence may go astray.

Where the National Privacy Principles apply, the University restricts access to personal information to those staff members who may need the information in the carrying out of their responsibilities.

The University does not provide, by commercial arrangement or otherwise, the personal information of students or other stakeholders except in the following cases:

- when authorised in writing to do so
- where required or authorised by law to government and regulatory authorities, credit reporting and fraud-checking agencies
- to authorised representatives of the person.

If services are contracted to outside organisations every endeavour will be made to ensure such organisations abide by the University's Privacy Policy.

The University will make every effort to ensure that personal information held is accurate, complete, up to date and not misleading and will correct or modify such personal information as appropriate.

Further information with regard to the Privacy Policy of The University of Notre Dame Australia can be obtained from :

The Privacy Officer:  
Student Administration  
The University of Notre Dame Australia  
Tel: 9433 0521; Fax: 9433 0544  
e-mail: studentadmin@nd.edu.au