

## Privacy Policy

**Last Modified:** 31 July 2024  
**Review Date:** 31 July 2027  
**Business Owner:** Chief Operating Officer  
**Approval Authority:** Vice-Chancellor

### 1. PURPOSE

This document provides information on Lincoln University's approach to meeting its obligations and ensuring compliance by the University with the Privacy Act 2020 (**Privacy Act**).

This is a University-wide policy. The document applies to any University staff member, student or person who works in a paid or voluntary capacity, elected and nominated officials, and any affiliated person or organisation to the University.

### 2. DEFINITIONS

**Personal information** is any information about a specific individual. The information does not need to name the individual, as long as they are identifiable in other ways. Examples of personal information include name, date of birth, contact details, student/staff ID.

**Privacy breach** means an event (whether intentional or unintentional) in which personal information is lost or is accessed, altered, disclosed, or destroyed without authorisation, or is at increased risk due to poor security safeguards, including but not limited to:

- accidental disclosure of personal information to the wrong recipient
- employee browsing of personal information without a legitimate reason
- an external attack on a University system, and
- a lost or stolen University device or document.

**Sensitive personal information** information consisting of racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic information, biometric information, health information or information concerning an individual's sex life or sexual orientation.

### 3. OUTCOMES

This policy seeks to ensure the University will collect, use, store and disclose personal information as necessary to carry out its purposes, core functions and activities, including its statutory functions, in alignment with the Privacy Act and this document.

### 4. POLICY

#### 4.1 Introduction

Lincoln University complies with the Privacy Act when dealing with personal information.

This policy sets out how the University will collect, use, disclose and protect personal information.

#### **4.2 Who does the University collect personal information from?**

Lincoln University collects personal information about an individual from:

- the individual, when that individual provides that personal information to the University, including via the website, through the enrolment process, through any contact with the University (e.g. telephone call, in person or email), or when the individual uses University services
- third parties where the individual has authorised this or the information is publicly available.

Where possible, Lincoln University will collect personal information from an individual directly.

Lincoln University will provide the purposes for which personal information is collected and used by the University at the time of collection.

#### **4.3 Consent to collection**

Lincoln University will obtain consent from individuals to collect information. If a matter arises that will necessitate using collected information for purposes not previously disclosed and/or agreed to, then the University will obtain new consent.

#### **4.4 Why the University collects personal information**

Lincoln University will only collect personal information for lawful purposes connected to the function and activity of the University where the collection of the information is necessary for those purposes.

#### **4.5 How the University uses personal information**

The University may use an individual's personal information in a number of ways, according to the consent given by the individual at the point of collection, including to:

- carry out the University's functions and activities
- provide information about the University's courses and facilities to students or prospective students
- provide educational services and to determine and provide appropriate support services, pastoral care and facilities to students
- administer and manage processes such as admission, enrolment, scholarships, accommodation, billing and collection of fees and charges, examinations and academic standing; and
- administer and maintain information technology services and facilities for the University.

#### **4.6 Disclosing personal information**

The University will take reasonable steps to ensure that personal information is not disclosed to third parties except in certain circumstances, including where the:

- individual has consented to the release
- release of the information is a condition of a student's sponsorship or enrolment
- University is authorised or required by law or regulatory requirements to disclose the information
- information is provided to a third party that provides services to the University in alignment with its core function, in which case the University will ensure that the service provider agrees to preserve the confidentiality of personal

- information; and/or
- University is not prohibited from disclosing the information, as described in the Privacy Act.

#### **4.7 Protecting personal information**

Lincoln University will take reasonable steps to ensure personal information it holds is protected by appropriate security safeguards to protect against loss and unauthorised access, use, modification or disclosure.

The University recognises that sensitive personal information may be collected and may require additional controls around storage and use.

University staff must ensure that any potential privacy breach they become aware of is reported promptly to the University Privacy Officer.

#### **4.8 Accessing and correcting personal information**

The University endeavours to ensure that the personal information it collects, uses, or discloses is and remains accurate, complete and up to date.

An individual is entitled to request a copy of the information the University holds on them and has the right to have that information corrected if it is inaccurate, incomplete, or out of date. Requests should be made in writing and will be provided under the provisions of the Privacy Act unless there is an applicable exception within that Act.

#### **4.9 Health information**

Student Health and any counselling service offered within the University is subject to the Health Information Privacy Code 2020, being a code of practice issued under the Privacy Act.

No personal information relating to disabilities or medical conditions will be shared without the informed consent of the individual, unless it is necessary to prevent or lessen a serious and imminent threat to individual or public safety. In these circumstances, this information may be provided to the relevant authority such as security staff, support staff or emergency responders.

#### **4.10 Enquiries from third parties**

If the University receives a request by an individual for personal information about another individual then this request will be treated under the Official Information Act 1982. This includes requests made by the police or government official (including immigration). All requests for personal information relating to an individual other than the requestor should be referred to the University Privacy Officer for consideration.

#### **4.11 Disclosing information overseas**

Personal information may only be disclosed overseas:

- With the written consent of the University Privacy Officer; and
- if the receiver of such information provides a similar level of protection to New Zealand or the individual to whom the personal information relates is fully informed and authorises the disclosure.

#### **4.12 Privacy Complaints or Breaches**

If an individual wishes to lodge a complaint about a possible breach of privacy or has any query on how personal information is collected or handled at Lincoln University, they should contact the University Privacy Officer.

If any University community member becomes aware of a privacy breach they must notify the University Privacy Officer as soon as possible.

#### **4.13 University Privacy Officer**

The University Privacy Officer is a role mandated by the Privacy Act. The University Privacy Officer encourages compliance within the University with the information privacy principles set out in the Privacy Act and deals with requests under the Privacy Act.

An individual has the right to make a complaint direct to the Office of the Privacy Commissioner where they think the University has breached, or may have breached, an individual's privacy. The University's Privacy Officer will work alongside the Office of the Privacy Commissioner in dealing with any complaints or investigations made to the Privacy Commissioner relating to the University's compliance with the Privacy Act.

### **5. RESPONSIBILITIES**

All University community members are responsible for compliance with this document.

The Vice-Chancellor is required to give final approval to this policy.

The University Privacy Officer is responsible for reviewing this Policy every three years and reporting to the Chief Operating Officer for endorsement. The Chief Operating Officer has overall responsibility for ensuring the Policy meets the University's requirements.

For further information on this document or any privacy-related matters, contact the University Privacy Officer. Email: [privacy@lincoln.ac.nz](mailto:privacy@lincoln.ac.nz)

---

### **6. LINKS TO PROCEDURE(S) AND OTHER RESOURCES**

#### **Legislation**

[Privacy Act 2020](#)  
[Health Information Privacy Code 2020](#)  
[Official Information Act 1982](#)

#### **External resources**

[Office of the Privacy Commissioner](#)