

# CDU PRIVACY NOTICE

## Our commitment to privacy at CDU

Charles Darwin University (CDU) is committed to protecting the privacy of every individual and handling personal and sensitive information ('personal information') in an appropriate way. Together with our Privacy and Confidentiality Policy available at <https://policies.cdu.edu.au/view-current.php?id=1>, this Privacy Notice sets out the way we manage personal information and how we use that information.

This privacy notice is not intended to override the provisions of any terms of business agreement or other contract / memorandum of understanding that you have with us. We may amend this privacy notice from time to time to keep it up to date, or to comply with legal requirements or changes in the way we operate.

## Information we collect

CDU collects the information that it needs to carry out its function and activities, which includes personal information. Information may be collected from:

- prospective students;
- student enrolment;
- job applicants, employees and contractors;
- CDU alumni;
- participants in research and industry partners;
- Individuals who contact us with a query, concern or complaint;
- individuals who request information from us or who permit us to contact them for marketing purposes; and
- visitors to our website, Facebook pages, LinkedIn profile, Instagram and Twitter accounts, YouTube channel and any other CDU social media account.

Personal information that is collected may include an individual's name, signature, address, contact details (phone/email), bank account / card details, employment details, IP address, location, date of birth, personal identification numbers, user preferences and online data. Sensitive information that may be collected may include your racial or ethnic origin, political opinions or associations, religious beliefs, union memberships or associations, sexual orientation or practices, criminal record and health or genetic information.

## How we collect information

Who the information is collected from will influence how the information is collected. Information will be collected in a variety of different ways. For example, prospective students and their personal information may be collected via course enquiries or course enrolment forms. Information from job applicants and employees may be collected through their job application submissions, their signed employment contract, tax declaration form, superannuation declaration and other employment related forms. Information from contractors may be collected via their written agreement to subcontract or their tender submission. Information from CDU online accounts may be collected by online forms and cookies.

Some of our processes combine different sets of information we hold. This can include combining different data sets we have about you, or combining your personal information with that of other individuals.

## How we use and disclose your personal information

CDU may use your personal information to deliver its functions and activities. We may use and process your personal information for:

- Teaching, education, training and learning;
- Student Groups and activities;
- Research;
- Administrative, advocacy, counselling and support services/programs and other assistance;
- Infrastructure, resources and facilities;
- Recruitment, employment and employee support;
- Industry and community engagement; and
- Alumni services and activities.

CDU has implemented reasonable and appropriate processes to help ensure that we share your personal information with third parties when we have a valid reason to do so, such as, but are not limited to:

- where you have consented to the release;
- the release of information is a condition of your enrolment, candidature, sponsorship, or adjunct and honorary appointment;
- the release is required to comply with our legislative, regulatory and policy obligations;

- disclosure is required for third party service providers to deliver CDU's functions and activities or their goods/services; and
- other circumstances where CDU is not prohibited from disclosing the information.

## Disclosure of information to overseas recipients

For business purposes, to help prevent/detect crime or where required by Law or Regulation, we may need to transfer, or allow access to, your personal information to parties based overseas. These parties include partnered universities or other partnered organisations, insurers, re-insurers, service providers and law enforcement agencies.

Where we do this, we will ensure that your personal information is transferred in accordance with GDPR requirements. If the Data Protection laws of the country where we transfer your data are not recognised as being equivalent to GDPR, we will ensure that the recipient enters into a formal legal agreement that reflects the standards required. You have the right to ask us for more information about the safeguards we have put in place.

## Where we store your personal information

CDU takes appropriate measures to protect your personal information from unauthorised access or disclosure, loss and misuse. Your personal information may be stored physically and electronically in systems which include storage in the cloud. CDU data systems are hosted within the Northern Territory within our data centre, or are hosted on data centres located in Australia.

## Your rights and access to information

If you ask, in most cases you will have the ability to access the personal information that CDU holds about you, and take reasonable steps to correct it if we consider it is incorrect. It is important that the information you provide to CDU is up to date and that we are notified if your personal information changes. In some circumstances, you will have the ability to access and correct your personal information yourself, through online platforms, such as the student portal.

You may access or correct your personal information by making a written request to our Privacy Officer at [privacy@cdu.edu.au](mailto:privacy@cdu.edu.au).

## Website Privacy and Cookies

CDU's website uses cookies and similar technologies to give you the best experience when you visit our website. By using cookies, we can make it easier for you to do many things, such as filling forms. Cookies can also allow us to tailor the content of our website, so we can show you services or advertisements we think may be of interest. The CDU Cookie Policy is available at: <https://www.cdu.edu.au/files/2022-03/cdu-cookie-notice.pdf>.

## How to contact us and complaints

We take data privacy seriously and your opinion matters to us. You can contact our Privacy Officer if you have any questions or concerns about this Privacy Notice, or how we collect, use and disclose your personal information.

You can complain to the Privacy Officer in writing about how we have handled your personal information. Please provide as much information as possible. We will respond to the complaint within 30 days.

The Privacy Officer can be contacted at: [privacy@cdu.edu.au](mailto:privacy@cdu.edu.au).

## Changes to the Privacy Statement

CDU reserves their right to change this Privacy Notice at any time.

This version of the Privacy Notice was published on 3 February 2023.