

Student Personal Information

For the purpose of providing education and ancillary services, pursuant to legislative requirements under the *Migration Act*, *Taxation Acts*, *Queensland Education Acts* and *Commonwealth Education Acts*, and other governmental requirements. The University handles student information on admission, enrolment, progression, graduation and student access to academic and support services. The University also uses records to keep in contact with former students. Student records may relate to:

- Personal details including date of birth, postal and permanent home addresses, and emergency contact information
- Admission, enrolment, course progress and assessment, credit transfer, appeal and attendance records, and attendance where relevant
- Academic performance and industry experience (e.g. clinical placements), examination and assessment (including grades)
- Academic integrity matters
- Applications for and awards of prizes, scholarships, grants and other forms of study assistance
- Membership on committees
- Graduation records including post-graduation outcomes
- Fees and charges, and/or HECS-HELP or FEE-HELP statements (including tax file numbers)
- Qualifications and status for specific courses (e.g. possession of Blue Card, Immunisation, First Aid)
- Access to services and facilities (e.g. Library and Information Technology)
- Personal welfare (e.g. health, disability, medical or counselling matters, student complaints and grievances)
- Immunisation status and first aid qualifications for students in specified courses
- Student support services, such as learning assistance, personal and careers counselling

- Equity group information and educational background, and
- Other student related matters.

For administrative reasons records may be kept in offices throughout the University. Major hard print records relating to students are held in the official student file managed by Corporate Records. The University holds microfilm records of former students of the University and its predecessor institutions.

Security arrangements will vary according to the level of sensitivity of the information. Employees must access student records only as far as is needed to perform their duties. Access can only be granted with the approval of the [Deputy Vice Chancellor \(Students and Communities\)](#).

Student records are retained for various periods according to the relevant Records Retention and Disposal Schedule, as approved by the Queensland State Archivist. Information held in student records may be disclosed outside USQ, as required or authorised by law to do so, for example, to:

- Australian Taxation Office
- Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE)
- Department of Immigration and Citizenship
- Centrelink
- Other universities
- Tertiary admissions centres
- Partner organisations for various schemes and competitions including professional experience
- Student Guild, including the student's advocacy representative, and
- Other bodies in accordance with legislative requirements.

Also, international education agents with whom the University has contractual arrangements and scholarship sponsoring entities may be provided with the personal information of their students to assist in the management and on-going administration of their students.

Records relating to current, former and prospective students of the University may be stored on paper, microfilm and electronic media. Individuals can obtain information regarding access to their personal information documents by contacting the [Privacy Officer](#) or the [Right to Information Coordinators](#). Access may be made available either under administrative access arrangements or under the [Information Privacy Act 2009](#).

You are able to request access or amendments to your information held by USQ by completing a [privacy application](#).