

Guidance for Creating NSW IPC-Aligned Privacy Collection Notices at WSU

A Privacy Collection Notice:

- Notifies, at or before collection, why personal information is collected and how it is handled
- May link to further detail

Privacy Collection Notices are used whenever the University:

- Collects personal information directly from an individual
- Collects personal information indirectly (e.g. via UAC or recruitment providers)

ALL NSW IPC-ALIGNED COLLECTION NOTICES AT WSU MUST INCLUDE THE FOLLOWING 8 ELEMENTS, BE WRITTEN IN CLEAR AND PLAIN LANGUAGE, AND EASILY ACCESSIBLE.

1. IDENTITY of the collector/collectee

- Clearly state *which* entity is collecting the information (e.g. WSU or a third party acting on its behalf)
- State from *whom* the information is being collected (e.g. the individual, parent/guardian, or a third-party provider)



2. WHAT Information Is Being Collected

Describe the *types and categories* of personal information collected (e.g. contact details, date of birth, academic or employment information, and sensitive or health information where applicable)



3. PURPOSE of Collection

- Explain why the information is collected, ensuring purposes are lawful, reasonably necessary, and clearly aligned with University functions
- Avoid vague or overly broad statements



4. How the Information Will Be USED

Explain *how* the University will use the information in practice

- Primary use(s)
- Internal handling (e.g. administration, assessment, reporting)

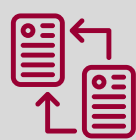


5. To WHOM the Information is Disclosed

Identify *recipients* of the information

- Internal University units (as relevant)
- External organisations (e.g. government agencies, service providers, including overseas recipients)

For each disclosure, explain *why* it occurs



6. Storage, Security and Retention

Explain how the information is securely stored, including any storage with third parties or overseas

- State that access is restricted to authorised staff and subject to monitoring
- Specify retention in accordance with the State Records Act



7. Access and Correction Rights

Explain that individuals have the right to access and correct their personal information

Provide a clear contact pathway (not the Privacy Office) and expected timeframe for actioning requests



8. Consequences of Not Providing the Information

- State whether providing the information is mandatory or voluntary
- Explain the consequences if the information is not provided

This supports fairness and informed participation.



WHAT TO DO

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WHAT'S NEXT?

Common Risks and Errors

- Notices that do not reflect actual data handling practices
- Missing or incomplete disclosure information
- Use of generic or copied wording without tailoring
- Confusing consent with notification requirements
- Failure to update notices when processes change

Collection notices must be reviewed in a Privacy Impact Assessment when:

- **Systems or processes change; or**
- **New disclosures are introduced**

Privacy Collection Notice – Clause Builder

How to use this document

Follow each section with this direction:

 **Locked clauses must not be edited**

 *Editable sections must be tailored to reflect actual practices*

 *Conditional clauses only included where applicable*

1. IDENTITY of the collector

 *Select one:*

- Western Sydney University (“the University”) collects personal information.
- [Third party name] collects personal information on behalf of Western Sydney University (“the University”), who is responsible for the information.

1. IDENTITY of the collectee

 *Select one:*

- The information is collected directly from you.
- The information is collected from your parent or guardian.
- The information is collected from third parties, including [describe source, e.g. recruitment providers, referees].

2. WHAT Information Is Being Collected


 **The types of information collected include:**

 *Add only what is actually collected*

- Contact information (e.g. name, contact details, address)
- Academic or employment information (e.g. enrolment, qualifications)

 *Include only if applicable:*

- Health information (where reasonably necessary or authorised by law, e.g. disability or wellbeing support)
- Sensitive information (where reasonably necessary or authorised by law, e.g. cultural background)

 Collect only what is necessary!

3. PURPOSE of Collection

 **The information is collected for purposes directly related to the University’s functions under the Western Sydney University Act 1997 (NSW), including:**

 *Tailor (high-level only):*

- administration
- assessment or decision-making
- provision of services or support
- compliance and reporting

 Must be specific enough to justify collection (no generic “University purposes”).

 Ensure purpose is directly related to University functions and clearly justifies the collection

4. How the Information Will Be USED

 **Your information will be used for the purpose for which it was collected, including:**

 *Tailor with operational clarity, and use practical verbs that reflect actual practices:*

- administering your [application / enrolment / employment / participation]
- assessing your eligibility for [program / role / service]
- providing relevant services or support
- meeting legal and regulatory obligations

 *Include if relevant:*

- It may also be used for directly related purposes necessary for University operations and related to its functions to justify the collection, such as internal administration and reporting.

5. To WHOM the Information is Disclosed

 **Your information may be shared with relevant University staff and business units where necessary to carry out these functions.**

 *Include if applicable (most cases):*

- Your information may be disclosed to third-party service providers engaged by the University to support its operations (e.g. IT or platform providers).
- These providers process information on behalf of the University and are contractually required to comply with the University’s privacy, security and data handling requirements.

 **REQUIRED** – *explain why disclosure occurs:*

- This may include sharing information to [e.g. enable system functionality, verify eligibility, deliver services].

 *Include only if true:*

- Your information may be disclosed to organisations involved in the relevant process or activity, where reasonably necessary.

 **High risk – include only if true.**  *Contact the Privacy Officer before including:*

- Some providers may store or process information outside Australia.

 **The University may disclose information to government agencies where required or authorised by law.**

Privacy Collection Notice – Clause Builder

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Follow each section with this direction:

 **Locked clauses must not be edited**





 **Editable sections must be tailored to reflect actual practices**

 **Conditional clauses only included where applicable**

6. Storage, Security and Retention

-  **The University stores personal information securely and restricts access to authorised individuals.**
-  **Personal information is retained only as long as necessary in accordance with the State Records Act 1998 (NSW) and is securely destroyed when no longer required.**
-  Do not edit unless there is a genuine deviation.

7. Access and Correction Rights

-  **You have the right to access and correct your personal information.**
-  **Requests should be directed to [insert business unit contact], and will be managed in accordance with University processes and the Privacy Management Plan.**
-  Must include a monitored contact (not Privacy Office by default).
-  (Optional enhancement if you want to lift maturity):
 - Requests will be handled as soon as reasonably practicable, usually within [x] days.

8. Consequences of Not Providing the Information

 **Select one:**

Mandatory:

- Providing this information is required for the University to perform its functions. If you do not provide it, the University may be unable to [process your application / deliver the service].

Voluntary:

- Providing this information is voluntary. However, if you choose not to provide it, this may impact the University's ability to [deliver services / respond to your request].

FINAL STATEMENT

-  **Refer to the University's Privacy Policy and Privacy Management Plan for further information on how personal information is handled.**

COLLECT

RESPECT

PROTECT