



ONE-PAGE REFERENCE: TYPES OF PERSONAL, SENSITIVE AND HEALTH INFORMATION

THIS REFERENCE SUPPORTS WESTERN SYDNEY UNIVERSITY AND CONTROLLED ENTITY STAFF TO IDENTIFY THE TYPES OF INFORMATION BEING COLLECTED OR HANDLED WHEN DRAFTING PRIVACY COLLECTION NOTICES OR ASSESSING PRIVACY RISK.

IT ALIGNS WITH NSW IPC REQUIREMENTS (PIIP ACT / HRIP ACT) AND OAIC GUIDANCE (PRIVACY ACT).

PERSONAL INFORMATION

Personal information is any information that identifies, or could reasonably identify, an individual.

Common categories include:

- **Identity and contact details** – name, date of birth, address, email, phone number
- **Education and employment information** – student or staff ID, enrolment details, academic records, employment information
- **Financial information** – fees, payments, scholarships, salary, bank details
- **Administrative identifiers** – usernames, staff or student numbers, government identifiers (e.g. driver licence)
- **Communications and interactions** – emails, forms, complaints, survey responses
- **Digital and technical information** – login records, system usage data, IP addresses, and access card or CCTV data (where identifiable)

SENSITIVE INFORMATION

Sensitive information requires a higher level of protection, as misuse may result in greater harm or discrimination. It should only be collected where clearly necessary.

This includes information about a person's:

- Racial or ethnic origin
- Nationality or cultural background, including Aboriginal and Torres Strait Islander status
- Religious or philosophical beliefs
- Political opinions or affiliations
- Trade union or professional association membership
- Sexual orientation or practices
- Criminal history or police checks
- Biometric information (e.g. facial images, fingerprints, voiceprints)

HEALTH INFORMATION

Health information is any information about a person's physical or mental health, disability, or health care.

This includes:

- Physical or mental health conditions
- Disability or accessibility requirements
- Medical certificates or health reports
- Counselling or wellbeing information
- Treatment, diagnosis, or support records
- Use of health or wellbeing services
- Genetic or biometric health information
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PRACTICAL RULE OF THUMB FOR STAFF

- *If information identifies a person and relates to their education, work, behaviours, or finances, it is personal information*
- *If it relates to beliefs, health, sexuality, criminal history, or biometrics, treat it as sensitive information requiring stronger safeguards*

COMMONLY SEEN EXAMPLES

- *Student administration* – name, student ID, contact details, enrolment status, academic results
- *Learning systems* – login records, LMS activity, assessment submissions, participation data
- *Research activities* – participant contact details, demographic information, survey responses, consent records
- *Human resources* – resumes, referee reports, employment history, payroll details, performance records
- *Wellbeing and support services* – medical certificates, disability adjustments, counselling or accessibility support information
- *Campus operations* – access card data, CCTV footage, parking records, incident reports
- *Events and engagement* – registrations, attendance lists, dietary requirements, feedback forms