COVID-19 Privacy Collection Statement

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UNSW College is following NSW Government directions in response to the COVID-19 pandemic. This notice explains how we will manage the personal information we collect to support our COVID-19 response.

Collection of information

We will collect your personal and health information (referred to collectively as 'personal information') to:

- maintain a safe campus environment for all staff, students, and affiliates

- meet our public health obligations; and

- provide you with advice on COVID-19 and any risks associated with attending our campus.

If you have tested positive for COVID-19, you are encouraged to immediately notify us in accordance with our COVID-19 case management protocols and as required by the Public Health (COVID-19 SelfIsolation) Order (No 4) 2021.

If you intend to notify on behalf of someone confirmed or suspected to have COVID-19, you should first direct them to this notice or explain its contents and obtain their express consent to notify us.

When you notify us, we will collect:

- your name and contact details

- the name of the person who has contracted COVID-19

- COVID-19 test dates and results

- onsite areas visited by you and/or the person you are notifying on behalf of

We will use this information in conjunction with building access logs to assist with contact tracing and to identifying campus locations that may require sanitisation.

Other personal information we may collect as part of our COVID-19 response includes:

• name and contact details

• campus areas visited

• whether the individual has recently travelled overseas and to which countries/regions

• WIFI connection and usage data

• Building access data

• VPN connection and usage data

We will collect your personal information directly from you where possible, however if this is not practical, we may collect your information from other sources.

We may be required by law to collect certain personal information from you. If you do not provide the information we request, your participation in UNSW College's community may be limited.

Use and disclosure

The personal information we collect as part of our COVID-19 response will only be accessed by authorised UNSW College staff who need it to carry out their duties. We will use and disclosure your personal information:

• for the purpose for which it was collected

• for a directly related purpose

• when we have the appropriate consent to do so

• to prevent or lessen a serious and imminent threat to your life or health, or the life or health of another person

• as otherwise required, permitted, or authorised by law.

We may share your personal information with the University of New South Wales, relevant NSW and Commonwealth Government agencies or bodies to meet our public or work health and safety obligations. For example, SafeWork NSW requires notification where COVID-19 was contracted at the workplace and causes hospitalisation or a fatality. We may also be required to notify our insurer iCare of a possible workplace injury pursuant to the *Workplace Injury Management and Workers Compensation Act 1998* (NSW).

We may also use de-identified information about you to assist us with internal and strategic planning related to our COVID-19 response.

Security and retention

We use reasonable security safeguards to protect your personal information from unauthorised access, use or disclosure.

We will retain your personal information for as long as required to meet the purpose for which we collected it, and in accordance with any record retention laws. We will dispose of your personal information securely.

Further information

For more information about how we will handle your personal information, how you can request to access or correct the personal information we hold about you, and who to contact if you have a privacy enquiry or complaint, please see our Privacy Policy.