BUILDING ACCESS CARD COLLECTION NOTICE

October 2021

The University of Sydney issues staff (which includes casuals and affiliates), students and contractors with an identity card that is also used to access and leave approved buildings, rooms or other facilities equipped with a card reader to regulate access and may also function as a library card.

WHY DO WE COLLECT PERSONAL INFORMATION?

The University collects your personal information when you use your card:

- to enable authorised users to access and leave approved buildings, room or other facilities
- for recording details of persons on its premises, including:
    - the identity of individuals; and
    - time of access and departure
- for analytical purposes, to:
    - map and record trends that occur; and
    - plan and distribute resources
- for investigative or legal purposes, including for investigations in accordance with its rules, policies and procedures; and
- for planning, prevention, response or recovery from a serious incident or crisis.

WHAT KIND OF PERSONAL INFORMATION DOES THE UNIVERSITY COLLECT?

When you use your card to access or leave a building, room or other facility equipped with a card reader to regulate access, the University will record the name of the person to whom the card was issued, the date and time of the use of the card, the location of the card reader used and whether or not access was granted. This information forms the access logs.

WHO HAS ACCESS TO THIS PERSONAL INFORMATION?

The access logs can be accessed by authorised users, including relevant staff of Central Operations Services Campus Information, Protective Services, Information and Communications Technology staff, Institutional Analytics and Planning, and contractors providing services to the University. Other requests for access are managed in accordance with the *Privacy Procedures 2018*.

This information can also be used to assess student welfare, when requested by a senior manager in Safer Communities and Student Life business areas. The logs can also be used to investigate theft, damage or incidents in secure University environments or areas housing sensitive equipment or resources, when requested by senior managers responsible for these spaces.

The University COVID-19 Taskforce will also use building access data for contact tracing during the pandemic. Contract tracing is the process of identifying people who have been exposed to an infectious disease for the purpose of preventing further transmission. This process includes the identification and sanitisation of campus areas visited by infected individuals.

You have the right to seek to access your personal information, please email the University privacy officers at privacy.enquiries@sydney.edu.au or visit the Privacy at the University page for further information.

DOES THE UNIVERSITY SHARE THE PERSONAL INFORMATION WITH OTHER ORGANISATIONS?

Disclosure of access log information outside the University is in accordance with the University's *Privacy Policy 2017* and *Privacy Procedures 2018*. Your personal information can only be disclosed outside the University with your consent or if the disclosure is required or authorised by law. NSW privacy law provides the University with discretion to provide personal information to law enforcement agencies without the need for a warrant. The *Privacy Procedures 2018* sets out how the University exercises this discretion.

SECURITY AND RETENTION OF PERSONAL INFORMATION

We use reasonable security safeguards to protect your personal information from unauthorised access, use or disclosure. Access log information is maintained on systems that are password protected and access to which is logged.

The University will retain wifi logs for as long as required to meet the purpose for which we collected it, and in accordance with the *State Records Act 1998* (NSW). After that period access log information is automatically deleted unless there has been a valid request from a law enforcement agency, a copy is required for a University investigative function or, if you have requested access to your personal information contained in any access log.

COMPLAINTS OR CONCERNS

Privacy complaints or concerns should be addressed to privacy.enquiries@sydney.edu.au. Other matters may be raised with the University's Central Operations Services cos.communications@sydney.edu.au

ADDITIONAL INFORMATION

The Privacy at the University page includes links to relevant legislation and University policies and procedures.