

VIRTUAL PRIVATE NETWORK COLLECTION NOTICE

October 2021

The University of Sydney operates a virtual private network (VPN) which enables secure system and network collections for its staff and students. Access to the VPN is available to holders of a Unikey and other authorised persons. Users log into the VPN as required and the VPN is accessible to authorised users twenty-four (24) hours a day, seven (7) days a week.

WHY DO WE COLLECT PERSONAL INFORMATION?

The University collects personal information through the VPN:

- to enable authorised users to access the internet and its internet accessible systems;
- for recording details of persons accessing its systems, including:
 - the identity of individuals; and
 - time of access;
- for analytical purposes and resource management 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?

If you connect to the University VPN, the following personal information will be collected:

Your Unikey or username, IP address, MAC address, geographical location, connection/disconnection times, bandwidth used. This information forms the VPN logs.

WHO HAS ACCESS TO THIS PERSONAL INFORMATION?

The VPN logs can be accessed by authorised users, including Information and Communications Technology, Protective Services and Institutional Analytic and Planning staff and contractors providing services to the University.

This information can also be used to assess student welfare, when requested by a senior manager in Safer Communities and Student Life business areas.

Other requests for access are managed in accordance with the *Privacy Procedures 2018*. 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 VPN 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.

VPN log information is maintained on systems that are password protected and access to which is logged. The University will retain VPN 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 VPN 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 VPN 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 Information and Communications Technology: ict.support@sydney.edu.au

ADDITIONAL INFORMATION

The [Privacy at the University](#) page includes links to relevant legislation and University policies and procedures.