

Principles for the use of University-held student personal information for Learning Analytics at The University of Sydney

The promotion of academic excellence is one of the objects of the University under the *University of Sydney Act 1989*. The analysis of information about students' learning trajectories is an important tool in the development of more personalised learning and support and in the promotion of academic excellence for students.

Definitions

University-held student information is information collected on University systems and includes data on learning activities, and is authorised by the Deputy Vice-Chancellor (Education) for use in learning analytics.

Learning analytics is the analysis and use of University-held student information to improve students' learning experience and outcomes.

Personal information and privacy

University-held student information that can identify an individual is personal information and must be managed in accordance with the: *Privacy and Personal Information Protection Act 1998*, the *Health Records and Information Privacy Act 2002*, the University's *Privacy Policy 2013* and its *Privacy Management Plan*. Statistical information can be personal information if identity can be reasonably ascertained from it.

Principles

1. University-held student information is collected to enable and support the students' learning experience and outcomes.
2. Students will be appropriately notified how their information will be collected, used and disclosed.
3. University-held student information will be analysed, stored and transmitted using appropriate safeguards to protect its security and integrity.
4. University-held student information will be retained and disposed of in accordance with the *State Records Act 1998* (NSW) and University requirements.
5. Students have a right of access and correction to their University-held student information.
6. Students will be notified of any privacy breaches related to their University-held student information and told of their rights to make a formal complaint.
7. The collection and management of University-held student information will be reviewed regularly to ensure ongoing relevance to learning experiences and outcomes.
8. Any proposed academic research requiring access to University-held student information will be conducted in accordance with the requirements for research involving humans.