



Privacy Notice

This notice explains how we (The University of Queensland) manage personal information to meet our obligations under the *Information Privacy Act 2009* (Qld) and the Queensland Privacy Principles.

What information are we collecting?

The University of Queensland (UQ) is collecting your personal information, including your:

- *name*
- *emergency contact details*
- *student email address*
- *contact number*
- *organisation affiliation*
- *student identifier (where applicable)*
- *placement-related information, including enrolment, attendance, eligibility and compliance information*
- *supporting documentation required for placement participation; and*
- *other information you choose to provide*

The University may collect sensitive information, including your:

- Immunisation history
- Exposure prone procedure statement
- Criminal history

Why are we collecting your personal and sensitive information?

We are collecting your personal and sensitive information to administer and facilitate work integrated learning (WIL), placements and related activities, including:

- processing and managing placement applications and allocations;
- maintaining records of enrolment and attendance;
- monitoring compliance with placement and pre-placement requirements;
- communicating with students and placement providers; and
- supporting the administration and operation of the InPlace placement management system.

We are collecting your information under the *Information Privacy Act 2009* (Qld)

Consent

By participating in the placement process and providing your personal information, you consent to UQ collecting, using and disclosing your personal information for the purposes described in this Privacy Notice, including facilitating your placement and meeting related administrative, academic and compliance requirements.



Who will we disclose your personal information to?

UQ may disclose your personal information to:

- authorised UQ staff who require access to administer and support your placement;
- placement organisations and placement supervisors involved in assessing, allocating, managing or supervising your placement; and
- other parties where authorised or required by law.

UQ will not otherwise disclose your personal information to third parties without your consent unless authorised or required by law.

Overseas disclosure of your personal information

Other than in relation to the above disclosure requirements, the personal information you give us will be stored in Australia.

If you apply for, and participate in, an international placement, UQ may be required to disclose your personal information and, where necessary, sensitive information to overseas placement providers, partner institutions, government agencies or other organisations involved in arranging and administering the placement.

Use of your personal information

We will not use your personal or sensitive information for any other purpose unless we are authorised or required under an Australian law, or court or tribunal order to do so.

Privacy complaints, access to and correction of your personal information

Our privacy policy explains how you can access and amend your personal information, how to make a complaint about the way we have handled your personal information, and how your complaint will be handled.

You can read our [Privacy Policy](#) online.

If you have questions about how we manage your personal information, contact the Privacy team at privacy@uq.edu.au.

What would happen if we did not collect your personal information?

If you do not provide the requested personal information, UQ may be unable to assess your eligibility for placement, allocate you to a placement organisation, monitor compliance with placement requirements, or otherwise facilitate your participation in work integrated learning activities. As a result, you may be unable to undertake the placement.



End user Terms and Conditions

1. Permitted Use

- a) You may only access and use InPlace (the System) if you are enrolled in an approved course or program and are required or authorised to undertake a Placement, and solely for purposes directly related to your Placement or other purposes approved by UQ. Your use of the System must at all times comply with all applicable UQ policies, procedures and codes of conduct, including (without limitation):
 - the Student Code of Conduct;
 - the Acceptable Use of UQ ICT Resources Policy and associated guidelines;
 - the Work Integrated Learning and Work Experience Policy;
 - the Supporting Students' Fitness to Study Policy;
 - the Data Handling Procedure and other information governance requirements.
- b) You must only upload, store, access or process information within the System that is necessary for, or reasonably related to, your Placement or UQ's administration of Placements. All information must be handled in accordance with UQ's Data Handling Procedure, Information Management Framework, and applicable privacy obligations, including the Information Privacy Act 2009 (Qld).
- c) You must not use the System, or upload, store or transmit any information or material, in a manner that:
 - i. is unlawful or breaches any applicable law or regulation;
 - ii. is inconsistent with UQ policies or codes of conduct (including behaviour that is offensive, discriminatory, harassing, bullying, or otherwise inappropriate);
 - iii. compromises, or is likely to compromise, the security, integrity or availability of the System or UQ ICT resources; or
 - iv. a reasonable person would consider to be improper, unethical or inconsistent with the standards expected of UQ Students and Placement participants.
- d) Your use of the System forms part of your conduct as a UQ Student and may be monitored, audited and investigated by UQ. Any misuse of the System, or breach of these Terms or applicable UQ policies, may result in action under relevant UQ disciplinary processes, suspension or termination of access, and/or other administrative or legal consequences.



2. End User Confidentiality

Your obligations in this section apply in addition to, and must be read consistently with, UQ's Data Handling Procedure and Acceptable Use of UQ ICT Resources Policy, including requirements relating to the classification, handling, storage, use and disclosure of information.

- a) If you are a Student, you must not access, use or disclose Confidential Information you obtain through your access to or use of the System for any purpose except:
 - i. as necessary to perform your Placement and in accordance with applicable UQ policies and procedures (including the Data Handling Procedure), the policies and procedures of your Placement Organisation, the terms of your Placement and all applicable laws;
 - ii. as authorised or required by applicable law; or
 - iii. as otherwise specifically authorised in writing by the Placement Organisation or UQ.
- b) Your obligations in paragraph (a) do not apply:
 - i. to information which is or becomes public knowledge other than as a result of your breach of an obligation of confidentiality; or
 - ii. to the extent your disclosure is required by law.

3. Account Credentials and Access

- a) You are responsible for maintaining the security and confidentiality of your System account credentials and must not share your login details with any other person or allow or facilitate unauthorised access to your account. You must take all reasonable steps to protect your credentials and prevent unauthorised use, in accordance with UQ cyber security requirements.
- b) You must comply with all applicable UQ cyber security policies, standards and procedures when accessing or using the System, including the Cyber Security Policy, Acceptable Use of UQ ICT Resources Policy, and Data Handling Procedure. This includes requirements relating to password management, authentication, device security, access controls, and the secure handling of information.
- c) You must promptly notify UQ IT support if you become aware of, or reasonably suspect, any unauthorised access to your account, a security weakness, or a cyber security incident (including accidental incidents such as loss or compromise of a device or credentials), and must cooperate with any response actions.



- d) UQ may require you to change your password or update your authentication methods at any time and you must comply promptly with such requirements to support ongoing security of UQ systems and information.
- e) Your access to the System may be monitored, restricted, suspended or terminated by UQ at any time where reasonably necessary to:
 - i. protect the confidentiality, integrity or availability of UQ information or systems;
 - ii. respond to a suspected or actual cyber security risk or incident;
 - iii. ensure compliance with UQ policies, standards or legal obligations; or
 - iv. manage operational or technical requirements of the System.
- f) You must not access, use or handle information in a manner inconsistent with its classification or handling requirements under the Data Handling Procedure, or otherwise in breach of UQ ICT usage or cyber security requirements.

4. Definitions

The following definitions apply to these Terms:

- a) “Confidential Information” means all information (including data, documents, files and other information in electronic form) you obtain from UQ or the Placement Organisation (including from their staff) through your access to or use of the System, including but not limited to:
 - i. information relating to a Placement;
 - ii. information regarding the business transactions, affairs, property, policies, procedures or activities of UQ or the Placement Organisation;
 - iii. any information which, by its nature, you ought reasonably to know is confidential; and
 - iv. for clinical Placements – also includes any Medical Records or information about any client or patient of the Placement Organisation,but does not include:
 - v. information you create or develop independently of your Placement (and without reference to or other use of any information described in the preceding subparagraphs);
 - vi. information already known to you prior to obtaining it through your access to or use of the System; or
 - vii. information you legally acquire independently of your Placement from a source which was not subject to a duty of confidentiality.
- b) “Contact Details” includes your phone numbers, residential address, your student number and email addresses;



- c) “Medical Records” means the records about a person who receives health care services from the Placement Organisation;
- d) “Personal Information” has the same meaning given to that term in the Information Privacy Act 2009 (Qld);
- e) “Placement” means a course, course component, milestone or any other similar activity (including work experience that is not mandatory or part of your assessment) that gives you, as a Student, practical experience in the application of theoretical concepts and knowledge in an authentic work environment, and includes activities that are described as a clinical immersion, a clinical practice, an externship, fieldwork, industry experience, work integrated learning, industry study, an internship, a practicum, teaching practice or work placement;
- f) “Placement Organisation” means the organisation with whom your Placement is undertaken (and, in the case of applying for and arranging Placements, means the prospective organisation with whom your Placement may be undertaken);
- g) “Placement Supervisor” means the staff member (including employee or contractor) who is (or who may be) responsible for supervising you while you are on a Placement;
- h) “Student” means a student who is currently enrolled at UQ who is eligible for and is required by a course or program of study to undertake a Placement;
- i) “Supporting Information” means information, documents and data of a Student in support of an application for, or allocation to, a Placement. Supporting Information may include a Student’s Personal Information, photograph image, Contact Details, applications for placements, resumes, pre-placement compliance records and other Student documents or data used in Placement application processes; and
- j) “UQ” means The University of Queensland ABN 63 942 912 684, a body corporate established under the University of Queensland Act 1998 (Qld), of Brisbane, Queensland, 4072.