

Checklist for Staff

- ✓ Have you attended privacy awareness training ?
- ✓ Before undertaking a new project, do you consider the privacy implications ?
- ✓ Do you know where to locate the University of Queensland Privacy Management Policy ?
- ✓ Do you make the policy available to anyone who asks for it?
- ✓ Do you, wherever it is lawful and practicable, provide individuals with the option of remaining anonymous when dealing with the University of Queensland ?
- ✓ Do you only collect personal information that is necessary for legitimate University of Queensland functions and activities?
- ✓ When collecting personal information from the person concerned, do you make sure that he or she is aware:
 - Why the information is being collected;
 - The authority for the collection;
 - The types of organisations to which the University usually discloses the information;
 - The right of the person to access their personal information;
 - The contact details of the Right to Information and Privacy Coordinator.
- ✓ Do you take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure?
- ✓ Do you only use personal information for the primary purpose of collection ?
If the intended use is not the primary purpose for which the information was collected, do you obtain consent ?
- ✓ Before using personal information, do you check whether it is accurate, complete and up to date?
- ✓ Do you inform individuals about their right to access their personal information in accordance with University policy and Right to Information and Information Privacy laws?

