

Policy

Part A: Privacy and Personal Information (formerly Dealing with Requests for Personal Information)

Number: OP-96/04 [old number AB8 – 3/13]

Policy Owner: Director Products & Planning
Category Operational
Authorised by Chief Executive

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Privacy and Personal Information

1. Purpose and Scope

To protect staff and students by ensuring that all requests for personal information are managed appropriately and in accordance with the Privacy Act 1993 and the Official Information Act 1982.

This policy excludes privacy procedures relating to Information Technology which is documented in parts A and B of the Information Technology Security Policy and Procedure OP-14/01.

This policy applies to all Wintec employees.

2. Policy Statement

Wintec will manage personal information in a way that ensures this information is used for appropriate business purposes and within the limits of the law. Wintec will provide institutional guidelines on the use and disclosure of personal information to third parties.

3. Associated documents:

- [Privacy Act 1993](#)
- [Official Information Act 1982](#)
- IT Security Policy and Procedure OP-14/01
- Records Management

Refer Part B (Procedures)

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