



Guidance for completing this form

ANU recognises that privacy is very important. The way we collect, use, disclose, secure and dispose of personal information is governed by our compliance with, and obligations as an 'agency' under the Privacy Act 1988 (Cth), including the Australian Privacy Principles (APPs).

Data held in student systems:

Student systems at ANU contain student records for current and past students and applicants, as well as personal information for other persons who have a relationship with the University. They also contain data around curriculum configuration and offerings. How this data, including personal information, is used, must comply with legislative requirements and ANU policy.

To ensure the University complies with privacy legislation, the ANU Privacy Policy (https://policies.anu.edu.au/ppl/document/ANUP_010007) provides for how personal information will be collected, stored, used and disclosed by the University.

Use of the data:

The University collects personal information from students and prospective students to enable us to meet legal obligations and for a range of internal University purposes. These are defined as activity to administer admission, enrolment, academic progress, academic integrity, discipline, graduation, accommodation, access to University facilities and services, library loans, fees, visa, immigration, taxation and financial support purposes, and in relation to graduates, for alumni activities.

When considering your request for data from student systems, please consult the [ANU Privacy Policy](#) to ensure your intended use complies with the purposes for which data is collected and stored.

Where the proposed use of the data is not covered by the ANU Policy, requestors are required to provide a justification for the request, where indicated on the form below. Please refer to definitions in the Policy of both *personal* and *sensitive* data when making requests, noting additional justification may be required where the latter is requested.

Please note, where the request will require approval of the Registrar, Division of Student Administration & Academic Services, please allow a minimum fifteen (15) working days for the request to be reviewed.

Any data provided is confidential and only for the purpose for which it was supplied. Any other use of the data will require prior authorisation from the Registrar, Division of Student Administration and Academic Services.

Disclosing to third parties:

All requests must include the specific details of any third parties to whom data would be provided. Sections 22-26 of the [ANU Privacy Policy](#) specify when the University may disclose personal information to third parties.

Getting help:

If you require advice on the ANU Privacy Policy, or the University's privacy obligations, please contact the ANU Privacy Officer.

privacy@anu.edu.au

For specific guidance on data held in student systems or additional guidance in completing this form you are welcome to contact Student Business Systems.

SBS.Help@anu.edu.au



1. Requestor details

| | | | |
|-------------------------|--|----------------------|--|
| Name | | University ID | |
| Division/College | | School/Area | |

2. Data request details

| | | | |
|--|---|--|-----------------------------|
| Requested data fields (e.g. EMPLID, student name, student program etc.) | | | |
| Preferred data format (e.g. excel) | | | |
| Is the data available in Insight? | <input type="checkbox"/> Yes – please use Insight to generate the required data | | <input type="checkbox"/> No |
| Date data is required <i>(note minimum processing times)</i> | | | |

3. Purpose of request

| | |
|---|---|
| <p>Please select the purpose(s) for the data request, as permitted by the ANU Privacy Policy (https://policies.anu.edu.au/ppl/document/ANUP_010007).</p> <p><i>If the purpose for the data is not listed, please complete the questions below.</i></p> | <input type="checkbox"/> administer student admission <input type="checkbox"/> administer student enrolment <input type="checkbox"/> administer student academic progress <input type="checkbox"/> administer student academic integrity <input type="checkbox"/> administer student discipline <input type="checkbox"/> administer student graduation <input type="checkbox"/> administer student accommodation services <input type="checkbox"/> administer student access to University facilities and services <input type="checkbox"/> administer student library loans <input type="checkbox"/> administer student fees <input type="checkbox"/> administer student visa and immigration purposes <input type="checkbox"/> administer student taxation and financial support <input type="checkbox"/> administer alumni activities for graduates <input type="checkbox"/> to disclose data, as per section 22-26 of the ANU Privacy Policy |
| Please list the purpose(s) for the data request, not covered by the ANU Privacy Policy (if applicable) | <p>Please provide a brief summary of how the data will be used:</p> |
| Please provide a brief justification for the purpose of the data not covered by the ANU Privacy Policy (if applicable) | |

.Please allow fifteen (15) working days for requests to be reviewed.



4. Third parties

| | |
|--|---|
| Will any data be provided to a third party outside ANU? | <input type="checkbox"/> No (please proceed to section 5) <input type="checkbox"/> Yes (please answer the following questions) |
| What third parties will this data be provided to? | |
| Is this request covered by a contract approved by the University Legal Office (ULO)? | <input type="checkbox"/> Yes (please attach approval from ULO) <input type="checkbox"/> No |
| Has this request been reviewed by the ANU Privacy Officer? | <input type="checkbox"/> Yes (please attach advice from Privacy Officer) <input type="checkbox"/> No |
| Has this request been reviewed by any other governance bodies (e.g. committees)? | <input type="checkbox"/> Yes (please attach papers/minutes, as relevant) <input type="checkbox"/> No |

5. Requestor declaration

I confirm this request complies with the requirements of the [ANU Privacy Policy](#) and that I have completed the ANU Privacy Awareness Training module in [Pulse](#).

| | | | |
|------------------|--|-------------|--|
| Signature | | Date | |
|------------------|--|-------------|--|

6. Responsible officer declaration

Authorisation must be given by the responsible officer (Service Division Director, College General Manager, College Dean or their nominated delegate).

I support the data request and the intended use of the data. I confirm this request complies with the requirements of the [ANU Privacy Policy](#).

| | | | |
|------------------|--|----------------------|--|
| Name | | University ID | |
| Position | | | |
| Signature | | Date | |

7. Student Business Systems – office only

| | |
|--|---|
| Does the requestor have access to the data in SAS? | <input type="checkbox"/> Yes - Type: _____ <input type="checkbox"/> No |
| Has the requestor been approved to access this data, for the intended use in the last 12 months? | <input type="checkbox"/> Yes - Date: _____ <input type="checkbox"/> No |

8. Endorsement – Manager, Student Business Systems

Endorsed Not endorsed

| | | | |
|------------------|--|----------------------|--|
| Name | | University ID | |
| Signature | | Date | |
| Comments | | | |

9. Approval - Registrar, Student Administration and Academic Services

Approved Partially approved Not approved

| | | | |
|------------------|--|----------------------|--|
| Name | | University ID | |
| Signature | | Date | |
| Comments | | | |