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## When can I share personal information?

- You can only share personal information with other University staff if they need it to do their job
- You can't share with anyone else - including the person's family members, other students, or external parties - unless you have the person's clear consent
- You should only share with someone if you are certain of their identity and that they have a right to the information



**Check your privacy settings**

Visit: [otago.ac.nz/administration/privacy-information](https://otago.ac.nz/administration/privacy-information)