

Wiki Tūmataiti (Privacy Week) 2021



We mark Privacy Week to promote privacy awareness and to remind staff of their responsibilities to protect personal information.

Answers to the Privacy Quiz can be found below:

1. We have a responsibility under the Privacy Act 2020 to protect an individual's personal information. Which of the following is personal information (multiple answers allowed)?
 - a. Student ID numbers
 - b. A photo of Chris reading the Privacy Act 2020
 - c. Mayhaka's thesis on *Key Changes to the Privacy Act 2020*
 - d. Chris' birthday and preferred gift ideas
 - e. That the Registrar's team loves brass band music

ANSWER:

A, B, C and D

Personal information is any information about an identifiable individual, such as their name, address, photo, opinion or viewpoint. The information does not need to name someone specifically, as long as they are identifiable in other ways.

Answer E does not reveal information about an individual, and in fact some members of the team despise brass band music, despite the collective team loving it!

2. For the perfect bedtime reading, what one University policy would you be looking at to understand your privacy responsibilities?
 - a. Ethical Behaviour Policy
 - b. Policy on Access to, and use of, Personal Information
 - c. Fraud Policy
 - d. Risk Management Policy
 - e. Personal Information Protection Policy

ANSWER:

B

*Although all these policies would make great bedtime reading, * the Policy on Access to, and use of, Personal Information sets out staff's privacy obligations. The key responsibilities are:*

- Don't access or use personal information except where there is a work-related need to do so*
- Don't share personal information with other staff unless there is work related need to do so*
- Do not share personal information outside of the University unless you are clearly authorised to do so*

** (except for E – there is no University of Otago “Personal Information Protection Policy”)*

3. Which of the following are consistent with information privacy principles under the Privacy Act 2020 (multiple answers allowed)?
- a. Collect as much personal information as you want – you never know when it might be useful*
 - b. It's OK to disclose trivial personal information to others so long as it is unlikely to negatively impact the person concerned*
 - c. Once you have collected personal information, you can use it as you wish if it benefits the University, as long as you don't disclose it unnecessarily and keep it secure*
 - d. Only share personal information with someone who is prepared to share some personal information with you*
 - e. It is OK to send personal information overseas if the country in question has privacy laws like New Zealand's.*

ANSWER:

E

Guidance on sending personal information overseas can be found [here](#)

The Information Privacy Principles under the Privacy Act 2020 are:

IPP 1 - Only collect personal information you need - Answer A is in breach of this principle

IPP 2 - Get it directly from the individual when possible

IPP 3 - Be open about what you are going to do with it

IPP 4 – Be fair about how you get it

IPP5 - Keep it secure

IPP 6 - Let people see their own information

IPP 7 - Correct it if the person thinks it is wrong

IPP 8 - Make sure it is accurate before you use it

IPP9 - Dispose of it when you no longer need it. Check with the University's Corporate Records Services team whether it needs to be retained under the Public Records Act 2005

IPP 10 - Only use it for the reason it was collected - Answer C is in breach of this principle

IPP11 - Only share it if you have a good reason – Answer B is in breach of this principle. Don't assume sharing is OK because you consider it would be harmless. Answer D is also potentially in breach of this principle – a willingness to share information in return is not a good reason for sharing

IPP 12 – Only send it overseas if it will be adequately protected

IPP 13 – Only use unique identifiers when it is clearly allowed

4. What should you do if you accidentally send an email containing sensitive personal information to the wrong recipient?
- Don't worry about it – life is too short to get stressed
 - Quickly delete it from your Send Box and hope that your Manager doesn't find out
 - Inform the Proctor immediately
 - Attempt to recall the email and then inform your Manager and the Privacy Officer
 - See if you can sort it out before letting other (busy) staff know

ANSWER:

D

Guidance on what to do when a privacy breach occurs or is likely to occur can be found [here](#).

If you become aware of a privacy breach, immediately notify your Manager and the Privacy Officer.

5. What information can a lecturer provide to the parent of a student without the student's consent:
- That they are enrolled at the University
 - Their marks if they are doing well (but not if they are failing)
 - Their semester address
 - Any worries you have about their academic progress
 - None of the above

ANSWER:

E

No personal information can be shared with others without the student's consent.

(Some exceptions to this can apply, but advice from the Privacy Officer would need to be sought, and we would not expect any of the information above to be shared with a parent by a lecturer without clear consent).

6. Which of the following is best practice (multiple answers allowed)?
- Share your password with your colleagues – they can help you in case you forget it
 - Always have work showing on your screen – that way your Manager and anybody walking past will know how busy you are
 - Only use University authorised systems and software
 - Password protect and/or encrypt your devices which hold University information
 - Delete any emails as soon as you are finished with them to ensure you don't hold too much personal information

ANSWER:

C and D

Prior to deleting any important emails/documents, please check whether you are required to retain these records under the Public Records Act 2005. See the [Universities General Disposal Authority](#) and check with the Corporate Records Services team.

Please contact one of the following people if you have any questions regarding your privacy obligations or if you need to report a privacy breach.

- Chris Stoddart – Privacy Officer (registrar@otago.ac.nz)
- Mayhaka Mendis - Deputy Privacy Officer (policycompliance@otago.ac.nz)
- Kevin Seales – For privacy matters relating to employment information (kevin.seales@otago.ac.nz)

