

PRIVACY, STUDENT RECORDS AND MAILING LISTS

UTS has a policy on the privacy of student records that directs staff to deny requests from third parties for access to confidential student information. In particular, personal addresses and telephone numbers must not be provided to other UTS students, staff or external organisations except in an emergency or where this has been authorised in writing by the student.

UTS is also covered by the NSW *Privacy and Personal Information Protection Act* (1998), which provides, in part, that information such as mailing lists of students addresses should only be collected for proper university business and should not be used for other purposes.

As part of observing these important privacy principles, students are given the opportunity to authorise the release of personal information and their inclusion on mailing lists.

In particular, the Faculty believes that students will benefit from the good relations between students, sponsors and graduates of this special program that can be facilitated by providing telephone numbers and addresses where appropriate. For example:

- (a) Collecting telephone numbers and e-mail addresses of all students in one class and providing these to other students, to promote communication among and across years;
- (b) Providing a student's telephone number and home address to his/her Internship work supervisor on request, to facilitate urgent contact and an address for formal correspondence;
- (c) Providing work contact details of graduates to current students on request, to promote stronger links between our alumni and the course;
- (d) Maintaining a mailing list of students and ex-students (as well as a mailing list of sponsor representatives) for the distribution of newsletters, correspondence and other material of interest.

If you are happy for your telephone number(s), e-mail address(es) and home address to be used in this way, please complete the *Authority* below. This *Authority* can be withdrawn or amended by you at any time, by written notice to the Faculty of Engineering & Information Technology.

If you do not wish for one (or more) of your contact details (telephone number(s), e-mail address and/or home address) to be available for disclosure in this way, please indicate this on the *Authority* immediately below.

AUTHORITY TO RELEASE STUDENT INFORMATION; AUTHORITY TO INCLUDE ON MAILING LISTS

I hereby authorise the Faculty of Engineering & Information Technology, UTS, to release certain personal contact details to other students, sponsors or staff involved in the program, where appropriate and as generally described above, as follows (please tick where appropriate):

- My home telephone number(s) My work telephone number(s) My mobile telephone number(s)
 My home street address My e-mail address(es)

I hereby authorise the Faculty of Engineering & Information Technology, UTS, to include my name and address on a mailing list, until further notice from me, in order that I may continue to receive:

- Information directly related to the *course*; Information about other opportunities at UTS

Date: _____

Signature: _____ Print name: _____



CONSENT AGREEMENT AND RELEASE
UTS: MARKETING AND COMMUNICATION UNIT

I, _____

Consent to be filmed photographed and/or interviewed by the University of Technology Sydney.

1. The University of Technology Sydney has the absolute right of ownership of all the text created from the interview, and images in all the photographs and videos in which I appear.
2. The University of Technology Sydney will be entitled to publish, distribute and use the information about me or photographs and videos of me in any manner it thinks fit, and in addition, may make such changes, adaptations, arrangements, substitutions, deletions and additions of, from, in and to the text and photographs and videos as it thinks fit. In exercising these rights, the University agrees not to make changes to the text or photographs or videos that are of a derogatory nature.

I acknowledge that any activities engaged in or undertaken by me during the interview, filming or photography will be entirely at my own risk. I understand that nothing shall require the University of Technology Sydney to include the text or film or photographs on its website or in any of its print publications.

I hereby release you, your employees, affiliates, licensees, agents and assignees, from any and all claims, demands and suits that I may have arising out of the interview, filming or photography and publication or this agreement.

Date: _____

Signature: _____

Print name: _____

Signature of witness: _____

Print name of witness: _____

Address of witness: _____

For and on behalf of the University of Technology Sydney,

Signed: _____

Print name: _____

A copy of this Authority will be returned to you for your records.