

YOUR PERSONAL INFORMATION AND THE PRIVACY ACT 1993

You should read this information before completing the Application to Enrol (ATE) form.

Use of personal information collected

The information sought on the Application to Enrol Form and associated documents is required to enable the University to fulfil its functions and its Charter obligations under the Education Act 1989. The information will be held by the University and used in the following ways.

1. Within the University, relevant personal information about you, including your personal photograph will be available to those members of the University staff responsible for:
 - a. your enrolment and academic progress through the University
 - b. calculating your tuition fees and other charges
 - c. establishing and maintaining your academic record
 - d. administering assessment processes
 - e. providing tuition, appropriate academic advice and support
 - f. providing student services, accommodation, liaison services and learning development
 - g. maintaining discipline, security and safety
 - h. providing library and information technology services
 - i. managing the Alumni Association Inc.
2. Some personal information will be made available to the Waikato Students' Union Inc. about their current members, for purposes relevant to the Association's constitution.
3. The University may be required by certain legislation to provide relevant personal information to certain agencies, including:
 - a. the Ministry of Education;
 - b. Studylink;
 - c. the Inland Revenue Department;
 - d. the New Zealand Police;
 - e. the Department of Justice;
 - f. agencies that award scholarships and prizes and provide other forms of fees support.
4. Some personal information will be used by the Ministry of Education in an authorised information matching programme for the purposes of the National Student Index.
5. Relevant personal information about international students may be provided to:
 - a. the Department of Immigration;
 - b. the Ministry of Foreign Affairs and Trade
6. Relevant personal information may be supplied to another educational institution if you are enrolled for a programme which is part of a qualification that is formally associated with that institution.
7. Relevant personal information may be supplied to another institution if you have transferred to that institution.
8. The University may advise your secondary school when you graduate from the University of Waikato.

False or misleading information

If you supply information to the University that is found to be misleading or false, the University will review your enrolment. The University may also take appropriate legal action.

Holding of personal information

The personal information you supply will be held permanently within the University's record system. While you remain enrolled at the University you will be asked annually to update any information that has changed.

Compliance with the Privacy Act 1993

The University of Waikato undertakes to collect, update, use, store, disclose and exchange personal information in accordance with the provisions of the Privacy Act 1993. The University will, in accordance with the provisions of the Act, make available to you on request the personal information it collects from you, and it will make any appropriate corrections to that information to ensure that the information held is accurate. If you have any further questions about the implications of collection, holding, use and disclosure by the University of any of your personal information, please contact the University Privacy Officer, c/- The Vice Chancellors Office, The University of Waikato, Private Bag 3105, Hamilton.