



possible, Lincoln University will collect personal information from an individual directly. Lincoln University will provide the purpose for which personal information is collected and the University at the time of collection.

#### **Consent to collection**

Lincoln University will obtain consent from individuals to collect information. If a matter arises that necessitate using collected information for purposes not previously disclosed and/or when the University will obtain consent.

#### **Information the University collects**

Lincoln University will only collect personal information for lawful purposes connected to the operation of the University where the collection of the information is necessary for those purposes.

4.5

In respect of a request for correction, if the University thinks the correction is reasonable and is reasonably able to change the personal information, it will make the correction. If it does not make the correction, it will take reasonable steps to note on the personal information that the correction was requested.

#### **4.9 Health information**

Student Health and any counselling service offered within the University is subject to the Health Information Privacy Code 1994.

No personal information relating to disabilities or medical conditions will be shared without the informed consent of the individual, unless it is necessary to prevent or lessen a serious and imminent threat to individual or public safety. In these circumstances, this information may be provided to the relevant authority such as security staff, support staff or emergency responders.

#### **4.10 Enquiries from third parties**

If a University staff member receives a request from an external party such as the police or government official (including immigration) to access personal information, the request is to be referred to the University Privacy Officer for consideration.

#### **4.11 Disclosing information overseas**

Personal information may only be disclosed overseas:

- i) With the written consent of the University Privacy Officer; and
- ii) if the receiver of such information provides a similar level of protection to New Zealand or the individual to whom the personal information relates is fully informed and authorises the disclosure.

#### **4.12 Privacy Complaints or Breaches**

If an individual wishes to lodge a complaint about a possible breach of privacy or has any