

Student Success Advisor Code of Conduct for Dealing with Personal Information

In addition to complying with the QUT Code of Conduct (MOPP B/8.1), Student Success Advisors must comply with this code of conduct for dealing with personal information.

In the course of your work as a Student Success Advisor, you are necessarily privy to confidential personal information about QUT students. This personal information may be obtained from information systems, personal communications with QUT staff or students, discussions within the Student Success Program team, or other channel to which you have access as a Student Success Advisor. Particularly, this includes:

- any information disclosed to you by a QUT student during a telephone call or in an email in your role as a Student Success Advisor,
- any information about QUT staff or students (past or present) to which you have access through QUT Virtual, and
- any information about QUT students to which you have access through the Outreach Contact Management System.

You have access to this personal information exclusively for the purposes of your employment as a Student Success Advisor. Personal information to which you have access as a result of your involvement in the Student Success Program is not to be disclosed, disseminated or otherwise used except as required in the performance of your duties as a Student Success Advisor. This personal information must not be used for any other purpose, including any purpose relating to any other role you may have at QUT, whether as a student or staff member. You must not use your access to personal information for purposes other than those relating to your role as a Student Success Advisor.

If you become aware of the disclosure or dissemination of any confidential personal information about QUT staff or students, whether accidental or deliberate, by yourself or by any other member of the Student Success Program team, you must immediately alert your supervisor.

To acknowledge your awareness of and compliance with this code of conduct, please sign and print your name below.

(Signature)

Name (please print): _____

Date: _____