



HONORARY AWARD CONFERRAL PRIVACY COLLECTION NOTICE

This privacy collection notice applies to registration and attendance at all events associated with conferral of the University of Sydney honorary award recipients (honorary doctorates and honorary fellowships), in accordance with honours bestowed under the [Selection of Candidates for Honorary Awards Policy 2015](#). Honorary award conferrals typically include a pre-reception, graduation ceremony, and post-celebratory function.

Personal information we collect directly from you

When you apply to register your attendance for your conferral and associated events, the University of Sydney will collect the following personal information:

- name (including post nominals)
- preferred name (as you would like it to appear on your Testamur and the graduation program)
- academic qualifications
- contact details (email and phone number)
- accessibility and dietary requirements
- measurements (height and head circumference in centimetres) for regalia
- car registration information for parking permit purposes
- details of VIP guests (name, relationship to you and email addresses).

You are not required by law to supply us with your personal details for the above purposes, however, if you choose not to provide the information requested, it may not be possible for the University to accommodate your requests to attend your conferral and associated events.

Personal information we collect from third parties

We have received information about you in confidence from third parties as part of our nomination process, including personal statements from referees. This information will be used to draft your honorary award citation. We will ask you to verify the information provided in the citation prior to your conferral.

How we use your personal information

If you accept your honorary award and agree to proceed with conferral, your personal information will be used by University staff responsible for honorary awards and conferral ceremonies, to:

- correspond and communicate with you to inform you about the ceremony and associated events
- provide you with requested information and service
- perform analysis, reporting and quality assurance
- seek feedback on the services and event management
- maintain or update your profile within our systems and databases
- comply with other legal or University obligations.

The University may use generative artificial intelligence (AI) and other machine learning tools to:

- improve administrative processes and service delivery
- perform quality assurance and planning.

Where these tools are used, your personal information will be handled in accordance with the University's [Privacy Policy](#) and applicable privacy laws.

Personal information we share with third parties

For some events, it may be necessary for the University to share your personal information with external organisations such as event contractors or media organisations, as necessary, to support the operations of your conferral and associated events. The University will not otherwise disclose your information without your consent, unless required or authorised by law.

How we store and secure your information

Your personal information is stored securely in University systems in accordance with:

[Cyber Security Policy 2019](#)

[Acceptable Use of ICT Resources Policy 2019](#)

[Recordkeeping Policy 2017](#).

Your rights in relation to your personal information

You have the right to request access to and correct any personal information concerning you held by the University. For more information, please contact privacy.enquiries@sydney.edu.au.

Privacy complaints

If you believe that the University or a member of staff has not handled your personal information in a way that you expect, you can make a complaint. Find out more about [making a privacy complaint](#).