Administrative Access Scheme Policy

1 Purpose

To establish the management framework that governs the Administrative Access Scheme allowing access to information, held by the University, without the need for a formal application under the *Right to Information Act 2009* (Qld) (RTI Act) or the *Information Privacy Act 2009* (Qld) (IP Act).

2 Scope

This policy applies across the University and to the public.

3 Policy Statement

The University recognises the need to provide its Students and Employees and the public with access to information, held by the University, through a streamlined administrative process that is an alternative to the regulated or legislative process.

The University recognises this routine release of information is consistent with the pro-disclosure principles in the RTI Act and the 'push model' of information disclosure adopted by the Queensland Government.

Anyone can apply for information, however, there is no guarantee that access will be given. Any information, irrespective of format, may be accessed under the scheme. In certain circumstances, the University may expunge some information before providing it, for example:

- where information is irrelevant or Out of Scope of the access request;
- where release of information would, on balance, be contrary to the public interest - refer s39, s49 and Schedule 4 of RTI Act;
- where information is exempt - refer s40, s48 and Schedule 3 of RTI Act;

or

- to protect an individual's privacy; or
- to prevent disclosure of confidential or sensitive information.

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4 Principles

The following principles will apply:

1. Administrative release is a discretionary process enabling quick access to an individual's personal information (Students and Employees). Other information may be sought by a University Member or the public and released under Administrative Access.

2. The University will ensure that under this policy its Students and Employees can access, under supervision, their own personal information held on their Student or Employee file, except where legislation prevents such release.

3. Where possible, the University will endeavour to release information under Administrative Access negating the need to resort to a formal Right to Information (RTI) or Information Privacy (IP) application.

5 References

Nil.

6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

Accountable Officer	Director (Governance and Compliance)
Responsible Officer	Director (Governance and Compliance)
Policy Type	Executive Policy
Policy Suite	Administrative Access Scheme Procedure
Subordinate Schedules	
Approved Date	2/1/2026
Effective Date	2/1/2026
Review Date	4/7/2019
Relevant Legislation	*Right to Information Act 2009*

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	Information Privacy Act 2009
Policy Exceptions	Policy Exceptions Register
Related Policies	Handling Personal Student Information Policy and Procedure Privacy Policy Records and Information Management Policy Right to Information Policy
Related Procedures	Privacy Procedure
Related forms, publications and websites	Office of the Information Commissioner (Qld) UniSQ website - Administrative Access Scheme
Definitions	**Terms defined in the Definitions Dictionary**
	Employee A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University. Student A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled. University The term 'University' or 'UniSQ' means the University of Southern Queensland. University Members Persons who include: Employees of the University whose conditions of employment are covered by the UniSQ Enterprise Agreement whether full time or fractional, continuing, fixed-term or casual, including senior Employees whose conditions of employment are covered by a written agreement or contract with the University; members of the University Council and University Committees;

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	visiting, honorary and adjunct appointees; volunteers who contribute to University activities or who act on behalf of the University; and individuals who are granted access to University facilities or who are engaged in providing services to the University, such as contractors or consultants, where applicable.
	Definitions that relate to this policy only
	Administrative Access Discretionary release of requested information outside of the formal Right to Information (RTI) and Information Privacy (IP) process. **Out of Scope material** Documents containing information which will not be released under this scheme includes: • information that is prohibited under law • information that is irrelevant • information that is exempt under the RTI and IP Acts • information in draft form • information that is no longer readily available as it is contained in archives or is difficult to access for similar reasons.
Keywords	RTI, Right to Information, employee file, student file, informal access, IP, Information Privacy
Record No	14/479PL