



Version	Approved by	Approval date	Effective date	Next full review
1.0	Vice-President, Finance and Operations	5 September 2018	5 September 2018	September 2021
Guideline Statement				
Purpose	This Guideline provides information to assist staff in the correct use and storage of zIDs and related information.			
Scope	This Guideline applies to all UNSW staff, students, contractors and affiliates.			
Are Local Documents on this subject permitted?	<input type="checkbox"/> Yes, however Local Documents must be consistent with this University-wide Document.			<input checked="" type="checkbox"/> No
Guideline				

1. Background

This Guideline provides staff with advice to ensure that zIDs are appropriately used in accordance with the UNSW Privacy Framework and [Data Governance Policy](#).

According to the *Privacy and Personal Information Protection Act 1998* (NSW) (the “PIIP Act”), Section 4 of the PIIP Act defines ‘personal information’ as:

“Information or an opinion (including information or an opinion forming part of a database and whether or not in a recorded form) about an individual whose identity is apparent or can be reasonably be ascertained from the information or opinion”.

UNSW considers the zID to be personal information, and for this data to be classified as **private** within the UNSW Data Classification scheme.

2. About zIDs

UNSW issues staff, students, contractors and affiliates with a unique alpha-numeric identifier that is called a zID. The zID is used to obtain access to UNSW resources such as buildings and computer systems and serves to verify one’s relationship with UNSW.

To comply with the PIIP Act, the University must ensure that zIDs are protected, by taking such security safeguards as are reasonable in the circumstances, against loss, unauthorised access, use, modification or disclosure, and against all other misuse. Use of zIDs must therefore be restricted to staff, student or affiliate who have a legitimate work function requiring such access and use.

It is recommended that under no circumstances should zIDs be published together with first names and last names of the zID holders except within the University internal directory. For example, it is recommended that students are not provided with a list of first names, last names and zIDs for an entire class or that these details are routinely displayed in UNSW business systems.

Further, it is recommended that lists of first names, last names and zIDs are not displayed publicly on websites or shared within documents to students or staff members.

3. Use of zIDs in Learning and Teaching contexts

The following are different use cases in a learning and teaching context:

- It is permissible to display the first name, last name and zID of students in a teaching context, to an individual student or between an individual student and their teacher or class support staff. For example, on the screen of a learning management system.
- It is permitted for teaching and support staff to access lists of students that include first name, last name and zIDs if these are in a storage context which meets the [Data Handling Guidelines](#) (refer to *Data Storage section*) classification of **private** (at a minimum). This information should not be shared via email.

- It is not permitted to **display** a list of students' first and last names and zIDs to a class or other group.
- It is not permitted to **share** a list of students' first and last names and zIDs to a class or other group without a *Data Sharing agreement*.

4. Use of zIDs as an authentication method for system access

UNSW IT and other UNSW business units use the zID to facilitate user access to technology resources for staff, students and affiliates. All system access must be supported by an approval for access to system resources from a business system owner.

It is permissible to display the first name, last name and zID of users in a system context, to an individual or between an individual and their teacher or supervisor. For example, on the screen of a learning management system or HR system, and it is permitted for teaching and support staff to see this information.

It is recommended that published lists of persons having access to systems that include first name, last name and zID are not permitted, except to staff with legitimate business reasons for having access to this information e.g. University Directory. This information should not be shared via email.

All such lists are to be considered **private** (at a minimum) – refer to the data classification levels in the UNSW [Data Classification Standard](#).

5. Use of zIDs as an authentication method for building access

UNSW Estate Management and other UNSW business units use the zID to facilitate user access to physical buildings and to spaces within buildings. A zID should be classified as **private** under the UNSW [Data Classification Standard](#).

It is recommended that published lists of persons having access to spaces that include first name, last name and zID are not permitted, except to staff with legitimate business reasons for having access to this information. This information must not be shared via email.

All such lists are to be considered at a minimum of **private** classification under the UNSW Data Handling Guidelines.

Accountabilities	
Responsible Officer	Director, UNSW Planning & Performance
Contact Officer	Chief Data and Analytics Officer
Supporting Information	
Legislative Compliance	This Guideline supports the University's compliance with the following legislation: Nil
Parent Document (Policy and Procedure)	Data Governance Policy UNSW Privacy Policy Statement https://www.unsw.edu.au/privacy
Supporting Documents	Nil
Related Documents	Data Handling Guidelines Data Classification Standard Data Sharing Agreement
Superseded Documents	Nil
File Number	2018/26161
Definitions and Acronyms	
Affiliates	Includes conjoint and visiting appointees; consultants and contractors; agency staff; emeriti; members of University committees; and any other person appointed or engaged by the University to perform duties or functions for the University.

zID	A unique alpha-numeric identifier that is issued by UNSW to staff, students, contractors and other affiliates			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	Vice-President, Finance and Operations	5 September 2018	5 September 2018	This is a new Guideline