

SEXUAL ASSAULT AND HARASSMENT REPORTING PRIVACY NOTICE.

UTS is committed to providing an environment safe from sexual assault and harassment. Any person experiencing sexual assault or harassment on UTS premises or in connection with UTS activities are strongly encouraged to report the incident(s) in question. We also encourage staff and students to report all incidences, whether they're related to UTS activities or not, so that you can access support. If you are a staff member who has experienced sexual assault or harassment in the workplace, you have a responsibility to report as part of your health and safety obligations.

The [Online report to UTS via the UTS Counselling Service](#) provides you a safe and confidential way to report an incident(s) of sexual assault or harassment. The level of detail you include in your statement is your choice. However, please include as much relevant information as you reasonably can, to allow UTS to provide you with health services and support. The information you provide may also be used by UTS to investigate the reported incident.

By completing the online report, you are agreeing to the UTS Counselling Service collecting and using the information you provided. If you do not agree, do not understand, or are not over 15 years of age, do not complete this form. Please raise this with a UTS Counsellor, or email student.services@uts.edu.au.

Information you provide will be transferred securely to the UTS Counselling Service. Records of the UTS Counselling Service are managed in line with the service's [Confidentiality and Privacy](#) policy and will only be accessed by staff where relevant to perform their duties.

UTS also requires staff to complete a summary form for staff receiving a report [staff access only] to document any incident(s) involving sexual assault or harassment that have been reported to them. Apart from demographic information, staff may also record any relevant UTS file/report reference numbers or Police event numbers if known. The initials of the individual who has experienced the incident(s) will also be included to help identify any duplicate reports. These reports are received confidentially and managed by the UTS Counselling Service. The information received will be used to develop statistical reports, and for quality management and planning processes. Further to this, the information will also be used by UTS Counselling Service to follow-up with the staff member who lodged the report on any previously unreported incidents.

No personal identifying information is included in statistical reports collated by UTS about sexual assault and harassment incidents, whether the reports are for internal or external purposes. These reports will be statistical only.

Personal or health information received from reported sexual assault or harassment incidents will not be disclosed externally to UTS without your express consent unless there is a legal or safety requirement to do so. UTS may need to disclose relevant information if it's considered necessary to prevent or lessen a serious and imminent threat to the life or health of an individual, or a serious threat to public health and safety. UTS may also be required by law to report an alleged incident to the Police if an indictable offence is suspected to have occurred.

If you wish to access or correct information held about you relating to a report you have made, contact your UTS Counsellor. This may only be facilitated if your information can be identified.

Individuals who need further assistance regarding sexual assault and harassment incidents are directed to the [Sexual assault, indecent assault & sexual harassment](#) webpage. If you have any questions regarding privacy and UTS Counselling Services, contact the Head of Counselling on 9514 1177 or student.services@uts.edu.au.

These requirements comply with our obligations under the NSW Health Records and Information Privacy Act (2002), and the Australian Psychological Societies' ethical guidelines (2007).