

The University of Melbourne

Privacy Statement



Privacy Legislation: The University has a statutory obligation to comply with the *Information Privacy Act 2000 (Vic)* in its treatment of personal information regarding donors.

Purposes of Collection: The University collects personal information about a donor, principally for the purpose of establishing the fund and drafting a University trusts record to govern the fund.

To Whom the University Normally Discloses Personal Information: The University publishes a University trust record governing each trust on its website, and it thereby discloses personal information to the public in those University trust records.

Accuracy, Security and Storage of Personal Information: The University holds personal information on electronic and paper based records. It takes all reasonable steps to ensure that the information it holds is accurate and complete and that it is protected from misuse, loss, unauthorised access or disclosure.

Disclosure of Personal Information: The University will not disclose your personal information unless you have given your consent for it to do so, or unless the University is permitted or required by law to do so. If you do not consent to the disclosure of your personal information by the University, then it will not disclose your personal information to unauthorised persons, which includes not disclosing your personal details in the University trust record governing the fund.

Failure to Provide and Consent to Disclosure of Personal Information: The University will not be able to include in the University trust record governing the fund any item of personal information that you do not provide to the University and specifically authorise it to disclose. In particular, if you do not consent to the University disclosing the amount and purpose of the donation, then it will not be able to associate your name with the donation in the University trust record governing the fund.

Access to Personal Information: You may access your personal information. Access to and correction of your personal information is handled in accordance with the *Freedom of Information Act 1982 (Vic)*.

Contact Details of the University: The University's Privacy Officer is the University Secretary, Dr Christopher Stewardson. He can be contacted via email at privacy-officer@unimelb.edu.au or post addressed to The Privacy Officer, University of Melbourne, Parkville, Victoria 3010.

Privacy policy website: <http://www.unimelb.edu.au/unisec/privacy/index.html>