

## **Standard Privacy Statement for Student Related Forms/Publications/Websites**

### **Privacy legislation**

The University of Melbourne must comply with the *Information Privacy Act 2000 (Vic)* and the *Health Records Act 2001 (Vic)* when collecting, using or handling personal information or health information (“**information**”).

### **What we collect and why**

The University collects information about a student for a number of purposes. In the main, such purposes relate to the proper administration of an individual's course of study at the University, the University's internal planning requirements, and the organisation of relevant health and welfare programs. Student information is also collected for the purposes of fostering alumni relations and promoting University activities and under Commonwealth or State Government legislation for the purposes of government reporting and for the administration of, but not limited to, the Higher Education Loan Programme (HELP) and the Youth Allowance (Austudy and Abstudy).

The University will collect information directly from the student him or herself wherever possible.

### **Accuracy, security and storage of information**

The University holds information in both computer, 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.

### **Use and Disclosure of information**

The Office of the Provost is responsible for maintaining the information of currently enrolled students.

The University will not use or disclose your information for purposes other than that for which it was collected, or for related purpose which you might reasonably expect, without your permission, unless it is permitted or required to do so by law.

The University will not release any information it holds about you, including results, addresses or other information, to your relatives (including parents or spouse), without your consent. The University will not confirm that you are or have been a student of the University, except as outlined in this statement, unless you have a record of graduation, as that is a public document.

The following are examples of instances where the University may be required by law or permitted to disclose your information:

- providing information to Centrelink;
- releasing statistical information to relevant government bodies such as the Department of Education, Employment and Workplace Relations (DEEWR) and the Office of Training and Tertiary Education;
- releasing relevant information to the Department of Immigration and Citizenship (DIAC), the Department of Education, Employment and Workplace Relations (DEEWR) and the Australian Taxation Office;
- providing information to the police where required by law;
- releasing your academic details to another tertiary institution or tertiary admission centre if you apply to transfer studies;
- providing a list of enrolled students to the returning officer or other appointed electoral bodies to enable students who wish to vote at elections for student organizations or student representatives to Council to be able to do so (but not for the purpose of contacting students for marketing or promotional purposes);

- releasing the names of recipients of prizes, scholarships or similar awards to the respective official student sponsors or scholarship providers;
- providing information in response to a subpoena or summons or a written demand from a government authority with the power to demand the information;
- protecting a student or someone else from a serious and imminent threat to their life or health
- releasing examination results, academic and administrative information, to another institution where the student is enrolled under an official student exchange, cross-institutional study, dual degree, shared teaching, industry or clinical experience or multi-institutional arrangement with that institution to facilitate the collaboration or arrangement;
- publishing examination results; and
- releasing to another tertiary institution or a tertiary admissions centre, information about a student's academic progress at this University and Research Training Scheme entitlement where relevant if a student applies to transfer to that other tertiary institution. On graduation from the University, students become University Alumni. The University (or external parties appointed by the University) will contact alumni for purposes which include alumni networking, providing graduates with services and event information through the University's Advancement Office.

### **Access to personal information**

Access to and correction of your information are handled in accordance with the *Freedom of Information Act 1982 (Vic)*. Data obtained via course application or on line enrolment, that is reported to the Commonwealth Government, can be viewed at [www.portal.unimelb.edu.au](http://www.portal.unimelb.edu.au) . If this information is incorrect, or needs to be updated, you will be able change it. Depending on the type of change, this can be done on line or via application at your Student Centre.

### **University Privacy Officer/Privacy Policy**

The University's Privacy Officer is the University Secretary, Dr Christopher Stewardson. The Privacy Officer's website (<http://www.unimelb.edu.au/unisec/privacy/>) contains the University's Privacy Policy and provides detailed information about the contact details, complaints procedures and other aspects of the University's privacy regime.

### **Questions**

If you have an enquiry about your privacy rights in relation to the collection of information from students, please contact the University's Privacy Officer at [privacy-officer@unimelb.edu.au](mailto:privacy-officer@unimelb.edu.au)

### **Use of University IT Facilities**

When you use University IT facilities, your identity is usually ascertainable by the University and University systems keep logs of things like logging in and out, visits to web pages, emails sent or received using University email systems. In general, these logs are used in the course of managing the facilities, for things like fault rectification and performance tuning. They may also be used in the course of authorised investigation into IT security matters, or authorised disciplinary investigations. Staff are not permitted access to the logs except to the extent necessary to perform their duties. Information may be disclosed to third parties if we are required or authorised to do so by law. Email sent or received by staff in the course of University duties may be subject to Freedom of Information requests.