

STUDENT DATA PROTECTION AND PRIVACY COLLECTION STATEMENT

1. Who does this Data Protection and Privacy Collection Statement apply to?

This Student Data Protection and Privacy Collection Statement applies to current Monash University students ('Student Collection Statement').

If you are interacting with us during the recruitment and admissions process to become a student of the University, please refer to the [Admissions Data Protection and Privacy Collection Statement](#).

This Student Collection Statement is to be read in conjunction with the Monash University [Data Protection and Privacy Procedure](#).

2. What types of personal data will be processed by the University?

As a current student of the University, we will keep a record of the details you provided in your application and any supporting documents requested as part of your admission, and additional details provided by any referees and anything recorded during or after any interview process. This will become part of your student record. Your student record also includes information about academic progress and standing, exclusion, assignments and examinations, results and details of practical and clinical placements (if applicable to your course of study).

We process personal data directly from you through a variety of forms, including about your use of the University's academic and non-academic facilities, your participation in study abroad programs, when you apply for financial aid services that we offer to you as a student of the University and during our communications with you.

The personal data processed by us will include details such as your name, home address, date of birth, course studied, fee payments, financial aid and scholarships, and information about your examinations, assessments and results (as part of your student record). It will also include unique personal identifiers assigned to you (e.g. your student number) and details of any disciplinary or conduct issues.

In accessing academic and non-academic facilities and services that we offer, the University may also process personal data about you that is classed as special category data (e.g. when you access student welfare services), and which requires additional protections under the law. For certain courses of study, other types of special category data may also be processed by us, such as information about past criminal convictions, working with children or vulnerable adults, and your fitness to practise in certain regulated professions. Access to, and the sharing of, this type of data are controlled very carefully. You will be given further details about our processing, including the lawful basis of the processing and our use of this data at the time that we collect it from you.

Where you provide the University with the personal data of others (e.g. emergency contact details) you are encouraged to inform them that:

- you are disclosing that information to the University;
- the information will be retained; and
- they can access that information by contacting the University's Data Protection and Privacy Office.

Your personal data is created, stored and transmitted securely in a variety of paper and electronic formats. This includes databases that are shared across the University. Access to your personal data is limited to University and University affiliates' representatives who have a legitimate interest in it for the purpose of carrying out their duties.

3. Why do we need your personal data, what is our legal basis for processing it, and how will we use it?

The personal data processed by us, or processed on our behalf, is needed for the purpose of your enrolment and throughout your candidature as a student at the University. If you choose not to provide your personal data, it may not be possible for the University to enrol you, provide you with your course of study and may limit opportunities available to you.

We consider that the lawful basis for the processing of your personal data as a student of the University is that it is necessary for the pursuit of the legitimate interests of the University to provide you with the course of study to which you are enrolled and necessary for the tasks we carry out in the public interest (e.g. teaching and research).

We will obtain your consent for specific use of your personal data not covered by this Student Collection Statement or where that personal data includes special category data (e.g. as identified above), which we will collect from you at the appropriate time. You can withdraw your consent to our specific use of such data at any time.

In addition to the purposes set out in the Data Protection and Privacy Procedure, our specific processing purposes of your personal data as a student of the University and how we use it include:

- to correspond with you;
- to attend to day to day administrative matters;
- to inform you about your courses and other University courses/events;
- to facilitate and enable programs relevant to your candidature (such as cross institutional study, student exchanges, student placements, voluntary workplace activities, internships, industry experience etc.), to enable your participation at events (e.g. functions, graduation), and where relevant (e.g. for PhD students), to monitor, evaluate and support your research activity;
- to facilitate and enable opportunities in community engagement, work-integrated learning activities and student-to-student learning;
- to facilitate and enable international experiences and perspectives through study abroad or collaboration between the University's Australian and international campuses;
- to facilitate and enable scholarship programs for which you may be eligible, and to administer the financial aspects of your relationship with us and any funders;
- for the provision of associated services such as security (including CCTV), parking, information technology and (where used by you) residential services, and to operate governance, disciplinary (including plagiarism and academic misconduct), grievance, and quality assurance processes and arrangements;
- placing your name on the student electoral roll to enable you to participate in student elections;
- to facilitate and enable you to participate in your graduation ceremony;
- for benchmarking, analyses, quality assurance and planning purposes;
- to conduct ethics committee approved research, the reporting or publication of which is in an aggregate non-identifiable form, or to seek your consent to participate in ethics committee approved research conducted on another basis;
- to compile statistics and conduct research for internal and statutory reporting purposes;
- to fulfil and monitor our responsibilities to comply with legislative reporting requirements; and
- to use the information as otherwise permitted by the law.

4. Who will the University share my personal data with?

We may share your personal data with a range of third parties, including the following:

- government departments such as the Australian Taxation Office, the Department of Industry, Innovation, Science, Research and Tertiary Education, Centrelink and the Department of Immigration and Citizenship;
- agencies and organisations involved in quality assurance and planning for higher education such as federal and state government, TEQSA, tertiary admissions centres (e.g. VTAC) and Universities Australia;
- external organisations such as professional bodies, hospitals or government agencies for you to undertake a practical experience or similar program relevant to your course;
- off-shore campuses and educational institutions for any overseas or cross institutional study undertaken by you;
- Monash cooperative offshore partners, if necessary for the enrolment in, administration, promotion and management of related courses;
- Monash owned entities (e.g. Monash College Pty Ltd where you are or will be engaging with this entity) and subsidiary companies and affiliates of the University ('University affiliates');
- contracted service providers which the University uses to perform services on its behalf (such as recruitment and course administration, banks, mailing houses, logistics, IT service providers and caterers for University events);
- Monash University recognised student associations for student election purposes only;
- your parent/s or guardians where deemed appropriate and under applicable laws; and
- in the event of an emergency, police, medical or hospital personnel, civil emergency services, your legal representative or nominated emergency contact person, or other person assessed as necessary to respond to the emergency.

On occasion, the above types of sharing may involve the transfer of your personal data outside Victoria or Australia (e.g. to facilitate your participation in an exchange visit or to report to an overseas funding provider). As described in the Data Protection and Privacy Procedure, such transfers are carried out with appropriate safeguards in place to ensure the privacy and security of your personal data.

Where personal data is disclosed to third parties, it will be done so only to the extent necessary to fulfil the purpose of such disclosure. If you have further questions about collaboration or consultations in regards to your research participation, please contact the research activity or study with which you are involved.

5. How will the University use my personal data after I graduate?

We are committed to the integrity and safeguarding of personal data as set out in the Data Protection and Privacy Procedure. We take all reasonable steps to ensure that the personal data processed is managed in accordance with the University's [Recordkeeping policy](#) and [Recordkeeping: Retention and Disposal of University Records procedure \(Australia only\)](#).

Your academic record is retained indefinitely so that the details of your academic achievements can be confirmed and for statistical or historical research.

On course completion, and while you are still a student, your contact details will be passed to the External Relations, Development and Alumni Office to place you on the University's alumni database so that you may be kept informed of alumni news, events and activities. The Alumni, Friends and Supporters Data Management and Collection Statement sets out how your personal data will be used in your interaction with us as a graduate of the University. If you do not wish to be contacted as an alumni of the University, please contact [Monash Connect](#).

6. What are my individual rights?

In addition to your rights to access and correct your personal data and lodge a complaint relating to how we handle your personal data as set out in the Data Protection and Privacy Procedure, if the GDPR applies, you may, under certain conditions, have the following rights available:

- to object to any processing of your personal data that we process on the lawful basis of legitimate interests, unless our reasons for the underlying processing outweighs your interests, rights and freedoms;
- to withdraw your consent where we have processed any of your personal data based on consent;
- to object to direct marketing (including any profiling) at any time;
- to ask us to delete personal data that we no longer have lawful grounds to process; and
- to object to the use of automated decision making.

7. Who can I contact if I have any questions about how my personal data is being used or how I can exercise my rights?

If you have any questions about how your personal data is being used, or you wish to exercise any of your individual rights that are available to you, please visit the University's Data Protection and Privacy Office webpage at www.monash.edu/privacy-monash or contact the University's Data Protection and Privacy Office by email dataprotectionofficer@monash.edu.