



# Mannix College Privacy Policy

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## **1. About**

- 1.1. This Privacy Policy sets out our commitment to protecting the privacy of your personal information that we collect through this website (<https://www.mannix.monash.edu>), directly from you, or through your engagement(s) with Mannix College.
- 1.2. Mannix College is bound by the Privacy Act 1988 (Crh), which sets out a number of principles concerning the privacy of individuals.
- 1.3. Providing us with your personal information indicates that you have had sufficient opportunity to access this Privacy Policy and that you have read and accepted it.
- 1.4. Mannix College collects personal information in the course of carrying on its business as an independent residential college affiliated with Monash University.
- 1.5. The College respects the privacy of personal information and observes the Australian Privacy Principles contained in the Privacy Act 1988 (Cth).

## 2.What is personal information?

- 2.1. Personal information is any information, including opinions, about an identified or identifiable individual, whether true or not, or recorded in a material form or not.
- 2.2. If we receive your personal information from third parties, such as Monash University, we will protect it as set out in this Privacy Policy.

## 3.What kind of personal information does the College collect?

- 3.1. The College collects personal information, including sensitive information, for the purposes of its core business of providing educational and academic programs and residential accommodation for its resident students.
- 3.2. The information collected may be about:
  - a) current students or applicants;
  - b) the parents or guardians of current students and applicants;
  - c) other residents of the College;
  - d) staff members and job applicants;
  - e) alumni;
  - f) donors;
  - g) volunteers;
  - h) consultants or contractors;
  - i) other people who come into contact with the College.
- 3.3. The personal information collected about a person may include but may not be limited to: name, contact details, date of birth, nationality, gender, medical information, dietary requirements, occupation, qualifications, relationship to students or residents, enrolment and academic results, IT network usage, misconduct and discipline.

## 4.How is personal information collected?

- 4.1. Personal information is collected in digital form, on paper, and in photographs, film and video recordings.
- 4.2. Information is collected –
  - a) from application forms (for example, for entry to College and for scholarships);
  - b) when interviewing or meeting with students or residents or prospective students or residents and their parents and guardians;
  - c) when receiving payments or donations;
  - d) when receiving course enrolment information and academic results from Monash University and other institutions;
  - e) from question or survey forms administered;
  - f) from enrolment or subscription forms for student, parent or alumni programs or events;

- g) from correspondence;
  - h) when receiving applications or bookings for conferencing, accommodation and external events;
  - i) when photographing or recording student or alumni events held within College or in which students or alumni participate outside of College.
- 4.3. Personal information is collected by College staff during the day-to-day administration of the College and attendance of students in the College. Personal information is also collected by automated systems within the College's IT network resources.
- 4.4. The College may seek to collect and update personal information via email or the internet, by telephone, by mail or in person.

## **5. Use and disclosure of personal information**

- 5.1. The College collects, holds, uses and discloses personal information for the following purposes:
- a) governance, administration and management of the College;
  - b) employment and management of staff;
  - c) admission and readmission of students;
  - d) providing network resources including internet access and wifi for students, residents and staff;
  - e) invoicing and collecting fees and charges;
  - f) pastoral care of students;
  - g) health and welfare of students, residents and staff;
  - h) providing academic programs and monitoring academic performance of students;
  - i) awarding and administration of scholarships, bursaries and prizes;
  - j) supporting student activities including social, cultural and sporting activities;
  - k) facilitating the management of sporting and cultural competitions;
  - l) managing student conduct issues and disciplinary processes;
  - m) soliciting and receiving donations;
  - n) organising student, alumni and other College events;
  - o) managing relationships with alumni and alumni associations;
  - p) marketing and promotions;
  - q) publishing magazines, newsletters, websites, and social media posts;
  - r) permitted general or health situations under the Privacy Act.
- 5.2. Personal information about individuals is authorised to be used for the purposes for which it was collected.
- 5.3. Where carrying out the above purposes reasonably requires disclosure of personal information to another party, disclosure will only be made on a confidential basis and subject to the application of the Australian Privacy Principles to that party, if it is reasonable and practical to do so.
- 5.4. Personal information about an individual may be disclosed:

- a) if disclosure is required by law; or
- b) to law enforcement authorities for the purpose of investigating or prosecuting criminal or other unlawful acts; or
- c) as authorised by a Residency Contract or
- d) in accordance with provisions of the Conditions of Residency or other published College rules or policies; or
- e) in accordance with the Affiliation Agreement between the College and Monash University; or
- f) in the course of collecting outstanding debts.

## 6. Security of personal information

- 6.1. The College stores personal information under the control of the Principal and authorised staff:
  - a) electronically in onsite data storage media;
  - b) electronically in cloud-based offsite storage;
  - c) in paper-based files kept securely onsite or archived offsite.
- 6.2. The College has implemented measures to ensure protection of personal information from misuse, loss, unauthorised access and modification, or improper disclosure.
- 6.3. Except as otherwise provided in this Policy, the College does not grant access to personal information to outside parties unless legally required to do so.
- 6.4. The College takes reasonable steps to destroy or de-identify information that is no longer required for use, after any period of time for which the College is legally required to retain the information.

## 7. Access to your personal information

- 7.1. You may apply for access to the personal information about you held by the College and you may inform the College of any information held which you believe is not correct.
- 7.2. If your personal details change, such as your mailing or email addresses, or telephone number, please contact the College to update your details online through the website or by sending us an email or letter. When we become aware that your details have changed we will update them.
- 7.3. To access personal information the College holds about you, please contact the Business Manager, who is the College's Privacy Officer, via [enquiries.mannix@monash.edu](mailto:enquiries.mannix@monash.edu).

## 8. Sending information overseas

- 8.1. The College will not send personal information about an individual outside Australia without: obtaining the consent of the individual (in some cases this consent will be implied); or

- 8.2. otherwise complying with the National Privacy Principles.

## 9. Questions or complaints

- 9.1. If you have a question about the application of our Privacy Policy, please contact the College Privacy Officer via [enquiries.mannix@monash.edu](mailto:enquiries.mannix@monash.edu).
- 9.2. If you have a complaint about the collection, use or destruction of your personal information, your complaint should be directed in the first instance to the College Privacy Officer via [enquiries.mannix@monash.edu](mailto:enquiries.mannix@monash.edu). We will investigate your complaint and attempt to resolve any breach of the Australian Privacy Principles that might have occurred in accordance with the Privacy Act.
- 9.3. If you are not satisfied with the outcome of this procedure, you may request that an independent person (usually the Office of the Australian Information Commissioner) investigate your complaint.

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