

INFORMATION PRIVACY PRINCIPLES

The University is required to collect and handle personal information in accordance with the 10 Information Privacy Principles (IPPs) contained in Schedule 1 of the Privacy and Data Protection Act 2014 (Vic).

The IPPs can be summarised as:

IPP 1 - COLLECTION

The University can only collect your personal information if it is necessary to fulfil the University's functions. Information must only be collected by lawful and fair means and not in an unreasonably intrusive way. The University must provide individuals with a notice at the time of the collection that includes information such as the purpose of collection and how you can access the information. This is usually done through provision of a Privacy Collection Statement. The Monash University Privacy Collection Statements are available [here](#).

IPP 2 - USE AND DISCLOSURE

The University may only use or disclose personal information for the primary purpose for which it was collected, for a secondary purpose that an individual would reasonably expect, with the person's consent, or in other limited circumstances. The law allows some use and disclosure without consent for purposes such as for law enforcement or to protect safety.

IPP 3 - DATA QUALITY

The University must take reasonable steps to keep personal information accurate, complete and up to date.

IPP 4 - DATA SECURITY

The University must take reasonable steps to protect personal information it holds from misuse, loss, unauthorised access, modification or disclosure. The University must take reasonable steps to destroy or permanently de-identify personal information when it is no longer needed.

IPP 5 - OPENNESS

The University must have clearly expressed policies on the management of personal information. The Monash University Privacy Procedure is available [here](#).

IPP 6 - ACCESS AND CORRECTION

Individuals have a right to seek access and correct any personal information held about them. Exemptions exist, for example where disclosure might threaten someone's safety. More information about access and collection is in the University's Freedom of Information procedures found [here](#).

IPP 7 - UNIQUE IDENTIFIERS

The University may only assign a unique identifier to individuals if this step is reasonably necessary for the University to function efficiently.

IPP 8 - ANONYMITY

Where lawful and practical, the University provides individuals the opportunity to maintain their anonymity.

IPP 9 - TRANSBORDER DATA FLOWS

When personal information travels outside Victoria, the University must take steps to ensure the privacy protection travels with the information.



IPP 10 - SENSITIVE INFORMATION

This includes racial or ethnic origin, political opinions and membership of political associations, religious or philosophical beliefs, membership of professional or trade associations or trade unions, sexual preferences or practices, and criminal record. The law puts special restrictions on its collection, use and disclosure of sensitive information.