

# MONASH SHORT STUDY COURSE DATA PROTECTION AND PRIVACY COLLECTION STATEMENT

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

This Data Protection and Privacy Collection Statement applies to anyone who registers an expression of interest, enrolls or participates in a short study course or program run by Monash University ('Monash Short Study Course Collection Statement').

This Monash Short Study Course 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?

We process personal data directly from you through a variety of forms and the types of personal data processed by us will depend on the nature of your interaction with us and the short study course or program that you are enrolling in ('Monash Short Study Course'). The personal data processed by us will include the details you directly provide to us when you register an expression of interest or enrol in a Monash Short Study Course. It may also include details such as your contact details, home address, the Monash Short Study Course studied, fee payments, information about your examinations, assessments and results, and details of your interactions with the University as well as your communication preferences.

Depending on the Monash Short Study Course you are enrolling in, the University may also process personal data about you that is classed as special category data, and which requires additional protections under the law. The types of special category data processed by the University for Monash Short Study Courses may include information about your professional accreditation and your fitness to practise in certain regulated professions. Access to, and 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.

In submitting your application to a Monash Short Study Course, where you provide Monash University with the personal data of others (e.g. the name of an individual who informed you about the Monash Short Study Course or emergency contact details) you are encouraged to inform them that:

- you are disclosing that information to the University;
- if your application to the Monash Short Study Course is successful, 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 verifying the information provided in your application, facilitating your enrolment in the Monash Short Study Course, providing you with the Monash Short Study Course and to help the University improve your experience with us. If you choose not to provide your personal data it may not be possible for the University to successfully register your application or complete your enrolment in a Monash Short Study Course.

We consider that the lawful basis for the processing of your personal data is that it is necessary for the pursuit of the legitimate interests of the University to provide you with the Monash Short Study Course to which you are enrolled and that it is necessary in order for us to fulfil our obligations to you.

We will obtain your consent for specific use of your personal data not covered by this Monash Short Study Course 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 for the purposes of facilitating and carrying out your enrolment in a Monash Short Study Course, and how we use it may include:

- to correspond with you;
- to attend to day to day administrative matters;
- to inform you about the Monash Short Study Course and other University courses/events;
- for the provision of associated services such as security (including CCTV), parking, information technology and to operate governance, disciplinary (including plagiarism and academic misconduct), grievance, and quality assurance processes and arrangements;
- to seek feedback of your experience of the Monash Short Study Course;
- for benchmarking, analyses, quality assurance and planning purposes;
- to compile statistics and conduct research for internal and statutory reporting purposes;
- to fulfil and monitor our responsibilities to comply with legislative reporting requirements;
- to prevent or detect fraudulent activity; 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:

- your professional accreditation body (where we have obtained your consent or where we have informed you that we are doing so);
- government departments such as the Australian Taxation Office, Department of Education, Science and Training, and the Department of Immigration and Citizenship;
- educational institutions who deliver Monash Short Study Courses in collaboration with Monash University;
- if relevant, any funding organisation associated with your Monash Short Study Course;
- 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); 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 report to an overseas funding provider). As described in the Data Protection and Privacy Procedure, such transfers are carried out with the 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.

#### 5. How will the University use my personal data?

We are committed to the integrity and safeguarding of personal data as set out in the Data Protection and Privacy Procedure.

After you have completed an expression of interest or application for a Monash Short Study Course, your personal data may be used to assess your eligibility or application form and where accepted, for the purposes of your enrolment in a Monash Short Study Course.

If you subsequently enrol in tertiary level study at Monash University, your personal data may become part of your ongoing student record.

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 \(Australia only\)](#).

Should you wish to be removed from our database, please contact the University's Data Protection and Privacy Office (details below).

#### 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](http://www.monash.edu/privacy-monash) or contact the University's Data Protection and Privacy Office by email [dataprotectionofficer@monash.edu](mailto:dataprotectionofficer@monash.edu).