



## OUR PRIVACY RESPONSIBILITIES

The University has a responsibility to protect the information privacy of every individual it comes into contact with, including students, staff and members of the public.

**Disclaimer:** This is a summary of the University's privacy responsibilities. It is not intended to be comprehensive and does not constitute legal advice. If you have any questions or concerns about privacy, please refer to:

The University's Privacy Policy - [Privacy Policy \(MPF1104\)](#) or  
Contact the Privacy Officer via [privacy-officer@unimelb.edu.au](mailto:privacy-officer@unimelb.edu.au).

### RELEVANT TERMINOLOGY

This summary refers to personal, sensitive and health information. In brief:

- **Personal information** means recorded facts or opinions that identify someone or allow them to be identified.
- **Sensitive information** means information or opinion about an individual's race/ethnic origin, political opinions, membership in a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences/practices, or criminal record.
- **Health information** means information about a person's physical/mental health, any disability they may have and any treatment they may have received.

Other important concepts:

- **Consent** means permission. It must be voluntary, informed, specific and current.
- **Primary Purpose** means the purpose for which information is collected.
- **Secondary Purpose** means any purpose other than the Primary Purpose.

### PRIVACY LEGISLATION IN VICTORIA

There are two Victorian Acts that impose privacy responsibilities on the University:

- The **Privacy and Data Protection Act 2014 (Vic)** covers personal and sensitive information. It governs the day-to-day work for most University staff.
- The **Health Records Act 2001 (Vic)** covers health information.

### PRIVACY PRINCIPLES

The two Acts set out Privacy Principles that the University is required to implement in its everyday functions.

Broadly speaking, the University has responsibilities in relation to the **collection, management and use/disclosure** of personal, sensitive and health information. The next page provides a summary of these responsibilities and how to implement them in day-to-day work at the University.

**Website:**

<http://www.unimelb.edu.au/governance/compliance/privacy>

**Enquiries:**

[privacy-officer@unimelb.edu.au](mailto:privacy-officer@unimelb.edu.au)

**Privacy Policy:**

<http://policy.unimelb.edu.au/MPF1104>

**Privacy Processes:**

<https://au.promapp.com/unimelb/Process/>

# TRANSLATING RESPONSIBILITIES INTO ACTIONS

## Collection

- ✓ Only collect personal information if it is necessary to fulfil the University's functions.
- ✓ Before collecting information, undertake a [Privacy Impact Assessment](#) to identify privacy risks and mitigation strategies.
- ✓ Provide the individual with a [Privacy Collection Notice](#) to inform them about the purpose of collection and how they can access the information they have provided.

**[Sensitive or health information]** - do not collect unless:

- The individual has consented;
- The collection is required by law; or
- The collection is necessary to prevent or lessen a serious threat to life or health.
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**Supporting Privacy processes:** [Privacy](#)  
[Privacy - Collecting Personal Information](#)

## Management

- ✓ Implement policies and processes to ensure that any information collected is
  - Accurate, complete and up-to-date; and
  - Protected from unauthorised access, modification or disclosure.
- ✓ Provide individuals with access to their personal information, and the opportunity to correct any mistakes.
- ✓ Destroy or permanently de-identify information when it is no longer needed, in accordance with the University's [Records Retention and Disposal Authority](#).

**TIP:** If you are transferring information out of Victoria, you must ensure that the privacy of the information is safeguarded (e.g. by checking that similar privacy laws or policies apply, or by including privacy considerations in any agreement with the recipient of the information).

**Supporting Privacy processes:** [Privacy](#)  
[Privacy - Managing Personal Information](#)

## Use and Disclosure

- Only use or disclose personal information for the Primary Purpose, as outlined in the collection notice.
- ✓ Do not use or disclose personal information for a Secondary Purpose unless:
  - The Secondary Purpose is related to the Primary Purpose and the individual would reasonably expect the University to use the information for that purpose; or
  - The individual has consented; or
  - It is permitted by law (e.g. to investigate and prevent crime or to prevent serious harm to a person's life or safety).

**Supporting Privacy processes:** [Privacy](#)  
[Privacy - Responding to a Privacy Breach](#)  
[Privacy - Responding to Law Enforcement Enquiries for Student or Staff Information](#)

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