



Privacy Policy

Version: 1.0

Master Approved: January 2020

Date of next review: January 2021

Policy Scope and Objectives

Policy Statement

Collection

Use and disclosure

Data quality

Data security

Openness

Access and correction

Definitions

Related Resources

Responsibilities and Contacts

Australian Privacy Principles

Policy Scope and Objectives

At Queen's College we recognise that your privacy is very important. We may collect and hold personal information concerning staff, students and others as a consequence of our teaching, pastoral and administrative functions. By personal information we mean information or an opinion about a person whose identity is apparent or can reasonably be ascertained. Our Privacy Policy is in accordance with the Commonwealth Privacy Act 1988, as amended and the Privacy Amendment (Notifiable Data Breaches) Act 2017 and is based on the Australian Privacy Principles outlined in the Privacy Amendment (Enhancing Private Protection) Act 2012 (Cth). Our Privacy Policy also complies with State legislation in relation to the collection and use of health information, where such legislation is applicable in addition to the Commonwealth Act.

Where practicable, we will collect personal information directly from you

1.4 If it is reasonable and practicable to do so, Queen's College will collect personal information about an individual only from that individual.

If we collect information about you from someone else we will, wherever possible, make sure you know we have done this

1.5 In some circumstances, we may be provided with personal information about an individual from a third party, for example, by a present student about a parent. If we collect personal information about an individual from someone else, we will take reasonable steps to notify that individual that the information has been collected, the purpose of its collection, the main consequences if the information is not provided and about rights of access to the information.

Sensitive Information

1.6 Queen's College will collect sensitive information about an individual only if:
(a) the individual consents to the collection of the information; and
(b) the information is reasonably necessary for Queen's College to conduct its activities.

Use and disclosure

2 We will only use or disclose information in a manner that is consistent with the purposes for which it was collected, unless we are required to do so by law or a court order, or we believe that disclosure is necessary for the protection of the public interest, or for the prevention, detection, investigation, or prosecution of a crime, or for the purposes of national security, or for the purposes of law enforcement, or for the purposes of the administration of justice, or for the purposes of the protection of the health, safety, or well-being of the public, or for the purposes of the protection of the environment, or for the purposes of the protection of the interests of the community, or for the purposes of the protection of the interests of the individual.

Examples of instances when personal information about you may be disclosed are:

- informing Unimelb Sport for purposes of Lifestyle Packages and sporting memberships;
- obtaining student details for access to IT infrastructure and systems;
- informing Centrelink of your enrolment details if you are in receipt of payments;
- releasing statistical information to the Department of Immigration and Citizenship (DIAC);
- releasing statistical information to the Department of Education, Employment and Workplace Relations (DEEWR);
- releasing statistical information to the Office of Training and Tertiary Education;
- informing the Australian Taxation Office of your taxation liabilities;
- check aspects of your immigration status in Australia through DIAC's Visa Entitlement Verification Online (VEVO) system;
- assisting the police with personal information about you if you are alleged to have been involved in a criminal offence; and
- publishing names, news and photos of current students, alumni and friends of the College.

Paragraph 2.1 does not override any existing legal obligations not to disclose personal information. Nothing in paragraph 2.1 requires Queen's College to disclose personal information; Queen's College is always entitled not to disclose personal information in the absence of a legal obligation to disclose it.

2.2 If Queen's College uses or discloses personal information under paragraph 2.1, it will make a written note of the use or disclosure.

Data quality

We will endeavour to ensure that information about you is accurate when we collect or use it

Queen's College will take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. Information is collected annually as part of its Minimum Data Set survey. This information is verified on a regular basis through confirmatory checks with individual practices medical practices.

Data security

We will keep information about you secure

- 3.1 Queen's College will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.
- 3.2 Queen's College will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose.

Openness

We will be open with you about what kinds of personal information we hold and what we do with it

4.1 Queen's College will set out in a document clearly expressed policies on its management of

- (j) An enforcement body performing a lawful security function asks Queen's College not to provide access to the information on the basis that providing access would be likely to cause damage to the security of Australia.

5.2 Where providing access would reveal evaluative information generated within Queen's College in connection with a commercially sensitive decision-making process, Queen's College may give the individual an explanation for the commercially sensitive decision rather than direct access to the information.

Note: Queen's College breaches subclause 5.1 if it relies on subclause 5.2 to give an individual an explanation for a commercially sensitive decision in circumstances where subclause 5.2 does not apply.

5.3 If Queen's College is not required to provide the individual with access to the information, Queen's College will, if reasonable, consider whether the use of mutually agreed intermediaries would allow sufficient access to meet the needs of both parties.

5.4 If Queen's College charges for providing access to personal information, those charges:

- (a) will not be excessive; and
- (b) will not apply to lodging a request for access.

5.5 If Queen's College holds personal information about an individual and the individual is able to establish that the information is not accurate, complete and up to date, Queen's College will take reasonable steps to correct the information so that it is acc4(Tj-0.002 (e)3(s)6(8(c)8(wr)4o)2(c

Transborder data flows

If it becomes necessary for Queen's College to transfer private information to a third party, we will take all steps required to protect your privacy.

- 7.1 Queen's College may transfer personal information to a third party only if:
- (a) Queen's College reasonably believes that the recipient of the information is subject to a law, binding scheme or contract which effectively upholds principles that are substantially similar to the Australian Privacy Principles; or
 - (b) The individual consents to the transfer; or
 - (c) The transfer is necessary for the performance of a contract between the individual and Queen's College, or for the implementation of pre-contractual measures taken in response to the individual's request; or
 - (d) The transfer is necessary for the conclusion or performance of a contract concluded in the interest of the individual between Queen's College and a third party; or
 - (e) All of the following apply:
 - (i) The transfer is for the benefit of the individual;
 - (ii) It is impracticable to obtain the consent of the individual to that transfer;
 - (iii) If it were practicable to obtain such consent, the individual would be likely to give it; or
 - (f) Queen's College has taken reasonable steps to ensure that the information that it has transferred will not be held, used or disclosed by the recipient of the information inconsistently with the Australian Privacy Principles.

Changes to our privacy policy

Queen's College will occasionally update this Privacy Policy as necessary to maintain the highest protection for clients and to comply with a changing environment or Commonwealth regulations. It is important that you are aware of and understand our current policy.

Definitions

For the purpose of this policy:

Collection includes information the organisation receives directly from the individual as well as information about an individual an organisation receives from somebody else. It also includes information that an organisation comes across by accident or has not asked for but nevertheless keeps.

Sensitive Information includes information about an individual's race or ethnic origin, political opinions, religious beliefs or affiliations, memberships of political associations, philosophical beliefs, membership of professional or trade associations, membership of a trade union, sexual orientation or practices, criminal record, health information, genetic information and biometric information.

Related Resources

E Mail Disclaimer:

The following attachment shall be added to all Queen's College staff emails:

7T. b7T40.005 T9(7T. b)urermen ie f

Confidential Communication

The information contained in this email is confidential. It is intended solely for the addressee. If you receive this email by mistake please promptly inform us by reply email and destroy printed copy. You must not disclose or use in any way the information in the email. There is no warranty that this email is error or virus free. It may be a private communication and if so, does not represent the views of Queen's College. If it is a private communication, care should be taken in opening it to ensure that undue offence is not given.

Internet Disclaimer:

In order to ensure that people accessing the Queen's College

Confidentiality Agreement

I have read the Australian Privacy Principles as contained in the Privacy Act, 1988 (Cwlth), (as amended 2018) and agree to apply these principles regarding the confidentiality of data and documents to which I have access in my capacity as a Council/staff/Student or Wing Leader member of Queen's College. Further, I agree that:

1. All confidential material will be kept in a secure place and will not be left in any position where persons other than Queen's College staff/Council members may have unauthorised access to it.
2. Data held on electronic media will be kept appropriately secure with concern for physical unauthorised access and password security
3. No data, other than freely accessible public domain material, will be disclosed to any person outside of Queen's College except to satisfy legal or contractual requirements with funding bodies/partners.
4. Failure to comply the above provisions will be considered a breach of my employment contract and will be referred to the Queen's College Master for corrective action.

Responsibilities and Contacts

Dr Stewart Gill (Master)

Mr Anthony Welsh (Chief Operating Officer)

Dr Sally Dalton-Brown (Dean)

Ms Nicole Crook (Director of Advancement)

Queen's College

1-17 College Crescent, Parkville, Vic 3052

Phone Number: (03) 9349 0500

www.queens.unimelb.edu.au

Signed

Dr Stewart Gill m