

## HR Privacy Collection Statement

Monash College's Privacy Policy commits the College to the responsible collection and handling of personal information. This privacy collection statement lets you know how Monash College uses your personal information collected as a result of people and Culture forms such as Banking Authority or Employee Record data. Your personal information applies to all methods of collecting personal information (including hardcopy, electronic or verbal means).

The information we collect about you is for the primary purpose of providing employment or enabling authorised persons to utilise Monash College services and facilities (e.g. information technology resources). Other purposes include:

- to determine and process your pay and other entitlements;
- to correspond with you;
- to inform you about the range of facilities and services available to staff;
- to facilitate appropriate assistance in the event of an emergency involving you;
- to comply with legislative reporting requirements;
- to attend to day to day administrative matters;
- for the provision of associated services such as security, parking and information technology;
- for benchmarking, analysis, quality assurance and planning purposes; and
- in the 24 months after your employment with Monash College ceases, to contact you for the purpose of seeking your feedback in relation to benchmarking, analysis, quality assurance and planning activities; and
- to use the information as otherwise permitted by the privacy laws.

If you choose not to provide Monash College with all of the information requested it may not be possible for Monash College to employ you or it may limit the opportunities, benefits and assistance available to you. New staff must provide all personal information requested, including citizenship status and a valid working with children check card or evidence of a satisfactory police check, where relevant. Without this information the individual cannot be employed.

### Information about you that we may hold

Monash College may collect and hold personal information which includes your name, date and country of birth, address, tax file number, banking details, superannuation details, qualifications, work status, details of paid outside work/directorships, referee reports and other associated employment related information.

## Disclosure of information

Monash College may disclose personal information about you to the following types of organisations:

- your nominated financial institution for payment of salary;
- your superannuation scheme e.g. Unisuper;
- government departments and agencies such as the Australian Taxation Office, Centrelink, Department of Education and Training, and the Department of Immigration and Border Protection;
- agencies and organisations involved in quality assurance and planning for higher education such as federal and state government, TEQSA, tertiary admissions centres (e.g. VTAC) and Universities Australia;
- organisations that provide salary packaging benefits to eligible and participating staff members, such as Qantas Club membership, gymnasiums, childcare, car parking permits and novated leasing;
- organisations that provide staff benefits including automated payments for services (e.g. health insurance providers, union fees and City Link);
- off-shore Monash College campuses and Monash College-associated teaching and research institutions for any secondment or overseas work undertaken by you;
- Contracted service providers which Monash College uses to perform services on its behalf (such as recruitment and course administration, banks, mailing houses, logistics and IT service providers). Some of our service providers are located outside of Victoria and/or Australia and, as a result, personal information collected and held by the University may be transferred outside of Victoria (but within Australia) or outside Australia;
- 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; and
- Monash College's legal advisers or other professional advisers and consultants engaged by the College.

Monash College will not use or disclose your personal information for another purpose (the secondary purpose), unless:

- You consented to the use or disclosure of the information; or
- You would reasonably expect Monash College to use or disclose the information for the secondary purpose (does not apply to sensitive or health information).

## How you can access the information we hold about you

Subject to any specific exemptions in relevant legislation, you may access any of your personal information that Monash College holds about you. You may do this by accessing your personal details through the Human Resources Information System or by contacting the Human Resources Department.

If you wish to have access to your personal information other than that which is stored in the Human Resources Information System, you should apply in writing to the Director, People and Culture.

<b>Document Owner</b>	Associate Director, Governance
<b>Job Title</b>	Governance
<b>Division</b>	
<b>Contact</b>	<a href="mailto:privacy@monashcollege.edu.au">Privacy Officer (privacy@monashcollege.edu.au)</a>
<b>Approval Body</b>	Monash College Senior Leadership Team
<b>Date Effective</b>	2/12/2016