

Homestay Accommodation Data Protection and Privacy Collection Statement

1. What types of personal data will be processed by the College?

The personal data processed by Monash College will include the details you provide directly to Monash College during any expressions of interest application, Homestay Host Application, Hosting recruitment process and throughout your Hosting eligibility with the College. This includes any supporting documentation that Monash College requests or that you provide, any additional details provided by referees and anything recorded during and after the interview process. Amongst the types of personal data Monash College may collect and hold for yourself and household members include your name, date and country of birth, address, banking details, occupation, work hours, hobbies, information about your vaccinations against certain diseases and any other relevant information.

In addition to the personal data Monash College may collect and hold, Monash College may also collect and hold some health information such as your vaccinations against certain diseases, including your COVID-19 vaccination status.

In submitting your application or expression of interest, where you provide the College with the personal data of others (e.g. the names and contact details of your referees or household members) you are encouraged to inform them that:

- you are disclosing that information to the College;
- if your application is successful, the information will be retained;
- consent will be sought, via the MOU, to collect their health information such as their vaccination records, including their COVID-19 vaccination status; and
- they can access that information by contacting the College's Privacy Officer.

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 College in order to confirm student accommodation details. Access to your personal data is limited to Monash College and Monash University representatives who have a legitimate interest in it for the purpose of carrying out their duties and to third parties who perform services on behalf of the College (see section 4 below).

2. Why does Monash College need your personal data, what is the legal basis for processing it, and how will Monash College use it?

The personal data processed by the College, or processed on Monash College's behalf, during any expressions of interest, application, commencement and throughout your relationship with

the College is collected for the primary purpose of assessing your application, and if successful administering your application. It is also to enable authorized persons to utilize Monash College services and facilities. If you choose not to provide Monash College with all of the information requested it may not be possible for Monash College to meet all required eligibility criteria to proceed with your application. New Homestay Hosts and family members must provide all personal information requested, including a valid working with children check card or evidence of a satisfactory police check, where relevant. Without this information the Homestay host cannot become an approved host.

Monash College considers that the lawful basis for the processing of your personal data as an applicant is that it is necessary for the pursuit of the legitimate interests of the College to consider your application to become a Homestay host, and as a Homestay host it is necessary in order for Monash College to fulfil its obligations to you.

In regards to the collection of your COVID-19 vaccination status, Homestay Accommodation Services has implemented a decision to only place students with Hosts who have demonstrated the vaccination status of all household members to Homestay Accommodation Services. This will remain an ongoing obligation throughout the placement. Whilst this Government Direction may not apply to you, the COVID-19 Mandatory Vaccination (Workers) Direction is a government mandate, varied from to time, issued pursuant to section 200 of the *Public Health and Wellbeing Act 2008* (Vic). This is the standard Monash College will utilise in verifying vaccination status and considering any exemptions or exceptions.

Monash College will obtain your consent for specific use of your personal data not covered by this Collection Statement or where the personal data includes special category data, which Monash College will collect from you at the appropriate time. You can withdraw your consent to Monash College's specific use of such data at any time.

In addition to the purposes as set out in the Data Protection and Privacy Procedure, the College's specific purposes of collecting and processing your personal data as a Homestay host or applicant or authorised person of the College and how Monash College use it include:

- to determine and process your eligibility;
- to correspond with you;
- to inform you about Homestay student placements, arrival services and applicable payments and services available to hosts;
- to fulfill and monitor Monash College responsibilities to comply with legislative reporting requirements;
- to attend day to day administrative matters;
- for the provision of associated services such as Working with Children or VIT compliance checks and arrival services
- or benchmarking, analysis, quality assurance and planning purposes; and
- to compile statistics and conduct research for internal and statutory reporting purposes;
- to prevent or detect fraudulent activity; and
- to use the information as otherwise permitted or required by the law, including pursuant to any government directions (e.g. under the Public Health and Wellbeing Act Vic (2008)).

3. Who will the College share my personal data with?

Monash College may share your personal data with a range of parties, including the following:

- your nominated financial institution for payment of hosting reimbursement payments;
- government departments and agencies such as the Australian Taxation Office, Centrelink, Department of Education, Training and Employment, Department of Health & Human Services and others;
- off-shore Monash College campuses and Monash College-associated teaching and research institutions for any Homestay placement accepted by you
- contracted service providers which Monash College uses to perform services on its behalf (such as Monash University Admissions And arrival 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 any other person assessed as necessary to respond to the emergency;
- Monash College's legal advisers or other professional advisers and consultants engaged by the College; and
- Monash College affiliates which include Monash University for instance, when we are engaging with these entities in setting up student placements others or where reasonably necessary to support the operations of Monash College.

In regards to your COVID-19 vaccination status, this will not be shared with any third parties, but will be noted within your Host profile.

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.

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).

4. How will the College use my data after the application process?

Monash College is committed to the integrity and safeguarding of personal data as set out in the Data Protection and Privacy Procedure.

If your application is successful, your personal data will become part of your ongoing record.

If your application is unsuccessful, we take all reasonable steps to ensure that the personal data is managed in accordance with the College's Recordkeeping procedure. Should you wish to be removed from Monash College database, please email the Privacy Officer.

5. What are my individual rights?

In addition to your rights to access and correct your personal data and lodge a complaint relating to how Monash College handle your personal data as set out in the Monash College Privacy Procedure, if the General Data Protection Regulation (GDPR) or the data protection and privacy laws of any other jurisdiction applies, you may, under certain conditions have the following rights available:

- To object to any processing of your personal data that Monash College process on the lawful basis of legitimate interests, unless the College reasons for the underlying processing outweighs your interests, rights and freedoms;
- To withdraw your consent where Monash College has processed any of your personal data based on consent;
- To object to direct marketing (including any profiling) at any time;
- To ask Monash College to delete personal data that Monash College no longer has any lawful grounds to process; and
- To object to the use of automated decision making.

6. 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 Monash College Privacy webpage at <https://www.monashcollege.edu.au/privacy> or contact [Monash College Privacy Officer](#) by email.

Status	New
Approval Body	Monash College Senior Leadership Team
Date Effective	17/12/2021
Next Review Date	17/12/2023
Owner Job Title	Director Governance Governance
Policy Author	Compliance Specialist
Contact	Privacy Officer (privacy@monashcollege.edu.au)

Change History

Version number	Approval date	Approved by	Brief outline of changes
1	17 December 2021	Legal Review completed by Monash University OGC Review completed by Governance SLT Approval at meeting 2022-1	New