

## Privacy Collection Statement – Monash College (Visitors and Enquirers)

This privacy collection statement applies to all methods of collecting personal information

(including hardcopy, electronic or verbal means). It does not apply to students of Monash College or Monash College employees. Individual Collections Statements are available for students and employees:

- Monash College Student Privacy Collection Statement
- Monash College HR Privacy Collection Statement.

The personal information collected by Monash College, or on our behalf, will be used to respond to your inquiry, to inform you about Monash College related events and courses, to prepare analyses and for quality assurance, benchmarking and planning purposes, and to comply with legislative reporting requirements. The information may be disclosed to other organisations:

- With your consent; or
- Where it is necessary to provide you with the service you have requested or to respond to your inquiry;
- For the provision of associated services such as security, parking and information technology;
- Where it is necessary, contracted service providers that provide services on behalf of Monash College (such as mailing houses, logistics, 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 Monash College may be transferred outside of Victoria (but within Australia) or outside Australia;
- To facilitate appropriate assistance in the event of an emergency involving you;
- Where it is required or authorised by law; or
- Where the disclosure is permitted by the privacy laws.

If you choose not to provide the information requested, Monash College may not be able to provide you with the specific information or assistance you have requested. You have a right to access personal information that Monash College holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information, please contact [Monash College's Privacy Officer](#) via email ([privacy@monashcollege.edu.au](mailto:privacy@monashcollege.edu.au)).

### Disclosure of information

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.

## 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 by lodging a written request with [Monash College's Privacy Officer](#).

**Document Owner****Job Title**

Associate Director, Governance

**Division**

Governance

**Contact**[Privacy Officer \(privacy@monashcollege.edu.au\)](mailto:privacy@monashcollege.edu.au)**Approval Body**

Monash College Senior Leadership Team

**Date Effective**

2/12/2016