

# Human Resources Data Protection and Privacy Collection Statement

## 1. Who does this Data Protection and Privacy Collection Statement apply to?

This Human Resources Data Protection and Privacy Collection Statement applies to anyone who is, or has applied to become an employee of Monash College or is authorized to utilise Monash College services and facilities (e.g. information technology resources).

This Human Resources Data Protection and Privacy Collection Statement is to be read in conjunction with the Monash College Data Protection and Privacy Procedure.

## 2. 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, commencement of employment and throughout your employment 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 include your name, date and country of birth, address, tax file number, banking details, superannuation details, qualifications, work status, details of paid outside work/directorships would include your name and any other employee related information.

If you apply to the College through Monash College online recruitment service, this is managed by a third-party provider and your personal data will be stored on their data base.

In addition, Monash College may also process personal data that it receives or request from any third party in connection with recruiting activities.

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) 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; 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 assess your application and eligibility to commence employment with the College and to provide

associated services to you (as they relate to, and are necessary for, your employment with the College). Access to your personal data is limited to Monash College and Monash College affiliates 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).

If you agree to participate in user experience research (in order to help the College improve your experience), the specific purpose of processing your personal data will be communicated to you at the time that Monash College first interacts with you.

### **3. 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 employment 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 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.

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 for employment, and as an employee, that it is necessary in order for Monash College to fulfil its obligations to you.

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 Privacy Procedure, the College's specific purposes of processing of your personal data as an employee or applicant or authorised person of the College and how Monash College use it 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 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 security, parking, information technology and where used by you, corporate travel arrangement and residential services;
- or 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;
- 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 by the privacy laws.

#### 4. 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 salary;
- your superannuation scheme e.g. Unisuper;
- government departments and agencies such as the Australian Taxation Office, Centrelink, Department of Education, Training and Employment, Department of Health & Human Services and others;
- 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 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 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 SAP IDs etc. whether for employment related matters, enrolment and others.

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).

## 5. 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 employment 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 People and Culture or the Privacy Officer.

## 6. 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) 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.

## 7. 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.

<b>Status</b>	Revised
<b>Approval Body</b>	Monash College Senior Leadership Team
<b>Date Effective</b>	9/03/2021
<b>Next Review Date</b>	9/03/2022
<b>Owner Job Title</b>	Director Governance Governance
<b>Policy Author</b>	Compliance Specialist
<b>Contact</b>	<a href="mailto:privacy@monashcollege.edu.au">Privacy Officer (privacy@monashcollege.edu.au)</a>

## Change History

<b>Version number</b>	<b>Approval date</b>	<b>Approved by</b>	<b>Brief outline of changes</b>
1.0	29/9/16	Senior Leadership Team	New statement for Monash College (no longer using Monash University privacy information).
1.1	28/11/16	Associate Director Governance (minor change)	Change to title from HR Privacy Collection Statement to align with the naming conventions for The Source. Change enacted 10/3/17.
1.2	2/3/2021	Senior Leadership Team	Changes aligned to Monash University and incorporating GDPR requirements, where applicable.