

# ADMISSIONS DATA PROTECTION AND PRIVACY COLLECTION STATEMENT

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

This Data Protection and Privacy Collection Statement applies to anyone applying to become a student of Monash University, including those applying through Access Monash Programs<sup>1</sup> and the Monash Scholars Program ('Admissions Collection Statement').

This Admissions Collection Statement is to be read in conjunction with the Monash University [Data Protection and Privacy Procedure](#).

## 2. What types of personal data will be processed by the University?

The personal data processed by us will include the details you directly provide to us in your application forms, any supporting documents that we request as part of the admission process, and additional details provided by any referees and anything recorded following any interview process.

If you apply to the University through VTAC, we will use your VTAC record to consider your application.

In addition, we may also process personal data that we receive or request from any third party in connection with recruiting activities to consider your application.

In submitting your application, where you provide the University with the personal data of others (e.g. the names and contact details of your parents/guardians) you are encouraged to inform them that:

- you are disclosing that information to the University;
- if your application is successful, the information will be retained; and
- they can access that information by contacting the University's Data Protection and Privacy Office.

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 University, including by Recruitment and Admissions to Faculties in order to assess your application and eligibility and to determine your eligibility for scholarships and financial aid. Access to your personal data is limited to University and University affiliates' representatives who have a legitimate interest in it for the purpose of carrying out their duties.

## 3. Why do we need your personal data, what is our legal basis for processing it, and how will we use it?

The personal data processed by us, or processed on our behalf, is needed for the purposes of identifying you, considering your application for admission to University and Monash College courses, verifying the information provided in your application, communicating the outcome of your application and, if you are successful, to commence the enrolment process on your behalf. If you choose not to provide the information requested, it may not be possible for the University to consider you for admission. We consider that the lawful basis for the processing of your personal data is that it is necessary for the pursuit of the legitimate interests of the University to consider your application for admission to University and Monash College courses.

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

In addition to the purposes set out in the Data Protection and Privacy Procedure, our specific processing purposes of your personal data as a student applicant of the University and how we use it include:

- to correspond with you;
- to attend to day to day administrative matters;
- to inform you about your courses and other aspects of admission and enrolment;
- to inform you of the availability of scholarships;

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<sup>1</sup> Access Monash Programs refers to all University programs for which secondary school students are eligible to participate. These include the Access Monash Mentoring Program, the Strengthening Engagement and Achievement in Maths and Science (SEAMS) Program, the Champions Program etc.

- for the provision of associated services such as, where intended to be used by you, residential services;
- to enable you to apply for special entry consideration;
- for benchmarking, analyses, quality assurance and planning purposes;
- to compile statistics and conduct research for internal and statutory reporting purposes;
- to fulfil and monitor our responsibilities to comply with legislative reporting requirements;
- to prevent or detect fraudulent activity; and
- to use the information as otherwise permitted by the law.

For applicants to the Access Monash and Monash Scholars Programs, your personal data may also be used for the following additional purposes including:

- to provide support and information regarding Program events and activities;
- to inform you about other University courses and events; and
- in the 24 months after your participation in the Program, to contact you for the purpose of seeking your feedback.

#### 4. Who will the University share my personal data with?

We may share your personal data with a range of third parties, including the following:

- government departments such as the Australian Taxation Office, Department of Education, Science and Training, and the Department of Immigration and Citizenship;
- 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;
- external organisations such as former employers, secondary schools, other tertiary education institutions, and tertiary admission centres, and the QualSearch verification service and English language testing verification service to verify your qualifications or experience for the integrity of the selection process;
- contracted service providers which the University uses to perform services on its behalf (such as recruitment and course administration, banks, mailing houses, logistics, IT service providers and caterers for University events);
- off-shore campuses and educational institutions for any overseas or cross institutional study undertaken by you;
- Monash cooperative off-shore partners, if necessary for the enrolment in, administration, promotion and management of related courses;
- Monash owned entities (e.g. Monash College Pty Ltd where you are or will be engaging with this entity) and subsidiary companies and affiliates of the University ('University affiliates'); your parent/s guardians where deemed appropriate and under applicable laws; and
- 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.

For applicants to the Access Monash and Monash Scholars Programs, your personal data may also be shared with:

- your school, through a member of staff coordinating the Program;
- University alumni, other individuals and external organisations who may be involved in mentoring or other activities associated with the Program.

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.

#### 5. How will the University use my personal data after the application process?

We are committed to the integrity and safeguarding of personal data as set out in the Data Protection and Privacy Procedure.

If you are successful in your application, your personal data will be used to enrol you as a student of the University, including for the provision of associated services (e.g. such as information technology and where intended to be used by you, residential services). Your personal data from your application will become part of your ongoing student record. Please refer to the [Student Data Protection and Privacy Collection Statement](#) for further details on how we process your personal data as a student of the University.

For applicants to the Access Monash and Monash Scholars Programs, if you subsequently enrol in tertiary level study at the University, your personal data will become part of your ongoing student record.

If your application is unsuccessful, we take all reasonable steps to ensure that the personal data processed is managed in accordance with the University's [Recordkeeping policy](#) and [Recordkeeping: Retention and Disposal of University Records procedure \(Australia only\)](#). Should you wish to be removed from our database, please contact the University's Data Protection and Privacy Office (details below).

## 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 we handle your personal data as set out in the Data Protection and Privacy Procedure, if the GDPR applies, you may, under certain conditions, have the following rights available:

- to object to any processing of your personal data that we process on the lawful basis of legitimate interests, unless our reasons for the underlying processing outweighs your interests, rights and freedoms;
- to withdraw your consent where we have processed any of your personal data based on consent;
- to object to direct marketing (including any profiling) at any time;
- to ask us to delete personal data that we no longer have 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 University's Data Protection and Privacy Office webpage at [www.monash.edu/privacy-monash](http://www.monash.edu/privacy-monash) or contact the University's Data Protection and Privacy Office by email [dataprotectionofficer@monash.edu](mailto:dataprotectionofficer@monash.edu).