

# ALUMNI, FRIENDS AND SUPPORTERS DATA PROTECTION AND PRIVACY COLLECTION STATEMENT

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

This Alumni, Friends and Supporters Data Protection and Privacy Collection Statement applies to the Monash global network of alumni, friends and supporters, including donors, mentors and industry partners ('Alumni, Friends and Supporters Collection Statement').

For the purposes of this Alumni, Friends and Supporters Collection Statement, 'friends and supporters' includes former employees, donors and potential donors to the University, industry partners and affiliates and others who have expressed an interest in supporting the University or participating in University run events and activities (e.g. volunteers and participants in membership groups, fundraising events and mentoring programs).

This Alumni, Friends and Supporters 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?

If you are an alumni, your contact details will be passed to the External Relations, Development and Alumni Office while you are a student for the University to contact you as an alumni after you graduate. If you do not wish to be contacted as an alumni of the University, please contact either [Monash Connect](#) (in your interaction with us as a student) or the [External Relations, Development and Alumni Office](#) (in your interaction with us as an alumni).

Records of our alumni, friends and supporters will include details such as your name, home address, date of birth, your contact details, details of your interactions with the University (e.g. attendance at University events (both in-person and online), engagement with the University through digital platforms (e.g. the alumni portal, social media), and when you agree to participate in user experience research or provide feedback), your history of donations and the support that you provide, as well as your communication preferences. If you are an alumni, our records also include the courses you studied, dates of study and graduation, unique personal identifiers (e.g. your student number) and details from your academic transcript.

We also use targeted internet and digital platform searches and publically available information to maintain our records.

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. 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 on our behalf, is needed for the purpose of connecting alumni with the University and each other, enabling alumni to stay involved with the University and each other through the Alumni program and, where it is necessary to help us engage with you and to improve your experience with the University. The specific purpose for processing personal data will be communicated to you at the time that we first interact with you. If you choose not to allow the University to process your personal data, it may not be possible for the University to process your particular request, keep in touch with you, or verify your eligibility for, or make available to you, alumni benefits and discounts.

We consider that the lawful basis for the processing of your personal data as an alumni, friend and supporter of the University is that it is necessary for the pursuit of the legitimate interests of the University.

We will obtain your consent for specific use of your personal data not covered by this Alumni, Friends and Supporters 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 an alumni, friend and supporter of the University and how we use it include:

- to communicate with you by various means;

- to attend to day to day administrative matters;
- to inform you about University courses and events;
- to establish and maintain your profile in our alumni portal;
- to inform you of, verify your eligibility for, and provide alumni benefits (where you are interacting with us as an alumni);
- to inform you of opportunities to engage with and support the University;
- to seek feedback of your experience as an alumni of the University;
- for the provision of associated services such as security, parking and information technology;
- for benchmarking, analyses, quality assurance and planning purposes;
- to fulfil and monitor our responsibilities to comply with legislative reporting requirements; and
- to use the information as otherwise permitted by law.

We are committed to the integrity and safeguarding of personal data as set out in the Data Protection and Privacy Procedure. 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 \(Australia only\)](#).

#### 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:

- off-shore Monash campuses and Monash owned entities (e.g. Monash College Pty Ltd) and subsidiary companies and affiliates of the University ('University affiliates') who may benefit from your support;
- contracted service providers which the University uses to perform services on its behalf (such as banks, mailing houses, logistics, IT service providers and caterers for University events);
- digital platforms who help us to match our records for the purposes of providing you with relevant and personalised content, and to help us perform statistical analysis to understand our engagement;
- your nominated financial institution and government departments such as the Australian Taxation Office (where you make a donation);
- agencies and organisations involved in quality assurance, planning and reporting for higher education such as federal and state government, TEQSA and Quality Indicators for Learning and Teaching; and
- in the event of an emergency, police, medical or hospital personnel, civil emergency services, your legal representative, or other person assessed as necessary to respond to the emergency.

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. 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; and
- to ask us to delete personal data that we no longer have lawful grounds to process.

#### 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 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).