

# EMPLOYEE DATA PROTECTION & PRIVACY COLLECTION STATEMENT

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

This Employee Data Protection and Privacy Collection Statement applies to anyone who is, or has applied to become, an employee of Monash University ('Employee Collection Statement').

This Employee 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 provide directly to us during any expressions of interest, application, commencement of employment and throughout your employment with the University. This includes any supporting documentation that we request or that you provide, any additional details provided by referees and anything recorded during or after any interview process. Certain types of special category data may also be processed by us, such as information about working with children, information about your vaccinations against certain diseases and your fitness to practise in certain regulated professions. Access to, and the sharing of, this type of data is controlled very carefully. You will be given further details about our processing, including the lawful basis of the processing and our use of this data at the time that we collect it from you.

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

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

In submitting your application or expression of interest, where you provide the University 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 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 in order to assess your application and eligibility to commence employment with Monash. 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, during any expressions of interest, application, commencement and throughout any employment with the University is collected for the primary purpose of assessing your application and if successful, administering your employment. If you choose not to provide your personal data, it may not be possible for the University to consider you for employment.

We consider 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 University to consider your application for employment, and as an employee, that it is necessary in order for us to fulfil our obligations to you.

We will obtain your consent for specific use of your personal data not covered by this Employee Collection Statement or where that personal data includes special category data, including health information, 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 purposes of processing of your personal data as an employee or applicant of the University and how we 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 fulfil and monitor our responsibilities to comply with legislative reporting requirements;
- to attend to day to day administrative matters;
- for the provision of associated services such as security, parking, information technology and (where used by you) residential services;
- for benchmarking, analyses, quality assurance, review and planning purposes;
- in the 24 months after your employment with the University ceases, to contact you for the purpose of seeking your feedback in relation to benchmarking, analyses, 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 required or permitted by the law, including pursuant to any government directions (e.g. under the Public Health and Wellbeing Act Vic (2008)).

#### 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:

- your nominated financial institution for payment of salary;
- your superannuation scheme (e.g. Unisuper);
- government departments such as the Australian Taxation Office, Centrelink, Department of Education, Skills and Employment and the Department of Home Affairs;
- agencies and organisations involved in quality assurance and planning for higher education such as federal and state government, TEQSA and Universities Australia;
- organisations that provide salary packaging benefits to eligible and participating staff members (e.g. Qantas Club membership, gymnasiums, childcare, car parking permits and novated leasing);
- organisations that provide staff benefits including automated payments for services (e.g. health insurance providers, union fees and CityLink);
- off-shore Monash campuses and Monash associated teaching and researching institutions for any secondment, placement or overseas work undertaken by you;
- contracted service providers which the University uses to perform services, or conduct reviews, on its behalf (such as recruitment and course administration, banks, mailing houses, logistics, IT service providers, external consultants and professional advisors and caterers for University events);
- 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'); 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 persons 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. How will the University use my 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 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 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 email [HR-Jobs@monash.edu](mailto:HR-Jobs@monash.edu) with the words "Remove from database" in the subject line.

#### 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 or other jurisdiction's data and privacy law 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 use or how can I 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).