

# MONASH UNIVERSITY RESEARCH DATA PROTECTION AND PRIVACY COLLECTION STATEMENT

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

This Research Data Protection and Privacy Collection Statement applies to anyone who participates in research activities or studies conducted by the University ('Research Collection Statement').

This Research 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?

We process personal data directly from you through a variety of forms and the types of personal data processed by the University will depend on the nature of your interaction with us and the research activity or study that you are participating in. We will provide you with specific details of the personal data that will be processed by the University at the time that we first interact with you.

Personal data processed by the University may also include any follow up information or supporting documentation collected from you after you have participated in the research activity or study.

Where you provide the University with the personal data of others (e.g. information about your family members) you are encouraged to inform them that:

- you are disclosing that information to the University;
- 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. 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 information processed by us, or on our behalf, in the course of conducting research activities or studies is needed for the purpose of furthering knowledge in the relevant field of academic study and administering activities that are incidental to the fulfilment of that purpose (e.g. to enrol you in a particular research activity or study). If you choose not to provide your personal data, it may not be possible for you to register your interest or to participate in the relevant research activity or study.

We consider that the lawful basis for the processing of your personal data as a participant in a research activity or study is that it is necessary for the pursuit of the legitimate interests of the University to further knowledge in academic, scientific and historical fields of study.

For certain research activities or studies we will obtain your consent for specific use of your personal data or where that personal data includes special category data (and there is no other lawful basis available to us), 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 participant in a research activity or study of the University and how we use it include:

- to correspond with you (including in relation to current, future or previous participation);
- to facilitate any reimbursements that may be paid in relation to your participation;
- to alert you about a safety or security announcement;
- for benchmarking, analysis and quality assurance purposes;
- to seek feedback relating to your participation;
- to inform you of other participation opportunities that are deemed of interest to you;
- to compile statistics and conduct research for internal and statutory reporting purposes;

- to fulfil and monitor our responsibilities to comply with legislative reporting requirements and ethical obligations; and
- to use your information as otherwise permitted by law.

We may also provide you with further specific processing purposes of your personal data at the time that we first interact with you.

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

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

If the University is working in collaboration or consultation with researchers at other universities or other third party organisations and your personal data will be shared in the course of this collaboration or consultation, you will be notified of this at the time that we first interact with you.

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

- the funding organisation of your research activity or study;
- your nominated financial institution (if you are being reimbursed for your participation in the research activity or study);
- government departments such as the Australian Taxation Office, Centrelink, Department of Industry, Innovation, Science, Research and Tertiary Education, and the Department of Immigration and Citizenship;
- agencies and organisations involved in regulation of research (e.g. NHMRC), quality assurance and planning for higher education such as federal and state government, TEQSA and Universities Australia;
- 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);
- Monash owned entities 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. If you have further questions about collaboration or consultations in regards to your research participation, please contact the research activity or study with which you are involved.

#### 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;
- 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.

#### 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).