

# Privacy Policy (MPF1104)

## 1. Objective

The objectives of this policy are to:

- (a) identify the University's obligations for handling personal information of past and present; University staff, students, prospective students and other individuals associated with the University;
- (b) encourage all University staff to take a proactive privacy approach; and
- (c) identify the University's obligations for responding to complaints about potential privacy breaches.

## 2. Scope

This policy applies to the personal and health information (including sensitive information) of staff and students and other individuals associated with the University, collected by the University.

## 3. Authority

This policy is made under the [University of Melbourne Act 2009 \(Vic\)](#) and the [Vice-Chancellor Regulation](#) and supports compliance with the:

- (a) *Privacy and Data Protection Act 2014* (Vic);
- (b) *Health Records Act 2001* (Vic);
- (c) *Public Records Act 1973* (Vic); and
- (d) *Privacy Act 1988* (Cth).

## 4. Policy

4.1 Proactive privacy – The University is proactive in its approach to privacy protection by anticipating and preventing invasive events before they occur.

4.2. Privacy by design – The University embeds privacy considerations into the design and architecture of information technology systems and business processes.

4.3. The University collects, uses, discloses and manages personal information as University records in accordance with the Victorian Information Privacy Principles in the *Privacy and Data Protection Act 2014* (Vic).

4.4. In circumstances where the *Privacy Act 1988* (Cth) applies to the University's operations or activities, the University will comply with Australian Privacy Principles that have the same intent as the Victorian principles.

4.5. The University collects health information of its staff, students and other individuals, in accordance with the Health Privacy Principles in the *Health Records Act 2001* (Vic).

## 5. Procedural principles

5.1. The University's Privacy Officer is responsible for responding to all complaints of potential privacy breaches.

5.2. [Privacy impact assessments](#) to identify and mitigate privacy risks, and identify and evaluate privacy solutions, must be undertaken throughout the development and implementation of any project that collects and handles personal information, or when making changes to existing systems.

5.3. Privacy statements must be available on the University's [privacy website](#) and include:

- (a) the University's main functions and the types of personal information generally collected to fulfil these functions;
- (b) how personal information is used and to whom it is routinely disclosed;
- (c) whether collection of personal information is optional or compulsory under applicable legislation;
- (d) how the information is stored securely and how access is properly managed; and
- (e) how privacy is protected if the information is transferred or stored outside Victoria.

## 6. Roles and responsibilities

<i>Role/Decision/Action</i>	<i>Responsibility</i>	<i>Conditions and limitations</i>
The Privacy Officer must control and maintain the Privacy Policy	University Secretary	
The Privacy Officer must administer this policy, including informing and assisting staff on privacy issues and responding to complaints concerning privacy breaches.	University Secretary	

## 7. Definitions

**Acts** means *Privacy and Data Protection Act 2014* (Vic), *Health Records Act 2001* (Vic), *Public Records Act 1973* (Vic) and *Privacy Act 1988* (Cth).

**Australian Privacy Principles** means the set of 13 principles in the [Privacy Act 1988](#) (Cth) governing the collection, use, disclosure, management and transfer of personal information by Commonwealth government agencies and private entities with an annual turnover of more than \$3 million.

**Health information** has the meaning given to it in section 3 of the [Health Records Act 2001](#) (Vic).

**Health Privacy Principles** means the set of 11 principles in the [Health Records Act 2001](#) (Vic) governing the collection, management, use, disclosure and transfer of health information by organisations such as the University.

**Information Privacy Principles** means the set of 10 principles in the [Privacy and Data Protection Act 2014](#) (Vic) governing the collection, use, disclosure, management and transfer of personal information by organisations such as the University.

**Personal information** has the meaning given to it in section 3 of the [Privacy and Data Protection Act 2014](#) (Vic).

**Privacy by design** means a methodology to build privacy into the design and architecture of information systems, business processes and networked infrastructure.

**Privacy impact assessment** means a point in time process that is part of business as usual to identify and mitigate privacy risks, and to identify and evaluate privacy solutions.

**Proactive privacy** means focusing on prevention rather than remediation.

**Sensitive information** has the meaning given to it in schedule 1 of the [Privacy and Data Protection Act 2014 \(Vic\)](#).

**University record** means recorded information, in any format (eg electronic, paper, image) created or received by staff of the University in the course of conducting their University duties.

## POLICY APPROVER

Vice Chancellor

## POLICY STEWARD

Privacy Officer

## REVIEW

This policy is to be reviewed by 11 March 2021.

## VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Council	8 Oct 2012	8 Oct 2012	New version arising from the Policy Simplification Project. Loaded into MPL as Version 1.
2	University Secretary	23 Mar 2016	23 Mar 2016	Update legislation reference to the Privacy and Data Protection Act 2014 (Vic).
3	Vice-Chancellor	11 Mar 2016	21 Jul 2016	New version arising from the Policy Consolidation Project. This policy and its supporting processes replace the Privacy Policy and the Privacy Procedure MPF1105.
4	University Secretary	18 Aug 2016	18 Aug 2016	Add hyperlink to Privacy Impact Assessment in section 5.2.
5	University Secretary	13 Sep 2016	5 Oct 2016	Update hyperlink to Privacy Impact Assessment in section 5.2. Correct error identified in version history table.