

PRIVACY POLICY

Version	4	Approved by MSC on	8/12/2023
Responsible person	Executive Officer	Scheduled review date	12/2026

Introduction

The Monash Student Council (MSC) of Monash Student Association (MSA) is committed to protecting the privacy of personal information which MSA collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

MSA recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on the one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in MSA's Privacy Procedures, which are compliant with the [Privacy Act 1988 \(Cth\)](#).

MSA operates various departments to meet the aims of its constitution, which are responsible for the day-to-day implementation of programs and assistance to students.

MSA may collect personal information when it communicates with individuals, when individuals participate in MSA activities and programs, and when students choose to provide information to MSA. Such collection and subsequent storage may be electronic or hard-copy.

MSA will only collect personal information by lawful and fair means and in a manner that is not unreasonably intrusive, as outlined in this policy.

Purpose

This document will provide a framework for MSA in dealing with privacy considerations.

Application of this policy

This policy applies to all aspects of MSA's operations.

This policy applies to the following persons, collectively referred to in this policy as 'workplace participants':

- all prospective and current full-time, part-time and casual employees of MSA;
- all volunteers engaged by MSA;
- all agents and contractors engaged from time to time by MSA; and
- all office bearers and members of MSA bodies

The obligations in this policy are not restricted to the workplace or work hours, they are also applicable to any work related events or functions and workplace participants are expected to comply with this policy at these events or functions. A "work related event or function" means any event or function connected to MSA. These may include, for example:

- MSA events,
- conferences,
- work lunches,
- parties.

Policy

MSA collects and administers a range of personal information for the purposes of fulfilling one or more of its purposes, which are listed in clause 3 of the MSA constitution as being:

- a. to be the recognised means of communication between students and the academic and administrative authorities of the University;*
- b. to make representations on behalf of students to the community at large;*
- c. to publish such student newspapers, magazines and other publications as MSA from time to time may determine;*
- d. to administer the funds of MSA in accordance with this constitution, whether received from fees collected from students by the University or otherwise;*
- e. to make recommendations to the appropriate bodies of the University on the allocation of funds to MSA;*
- f. to use the funds of MSA for payment of any expenses incurred in furthering the purposes of MSA;*
- g. to cooperate with, and affiliate to other persons and bodies in pursuit of its purposes;*
- h. to promote the right of all students to a free education;*
- i. to defend the principles of universal membership and the right of students to an autonomous and self-governing organisation;*
- j. to otherwise protect, promote and develop the interests and welfare of students;*
- k. to make representations on matters affecting students to any member or body of the University, and in particular to the Council, the Academic Board, the Vice-Chancellor*
- l. to be an accountable, representative and democratic body for students*

MSA is bound by laws which impose specific obligations when it comes to handling information.

The organisation has adopted the following principles contained as minimum standards in relation to handling personal information. MSA will:

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

MSA will create Privacy Procedures to compliment this Policy and provide detailed information on how MSA will comply with privacy legislation.

Version History

Name of Policy	MSC Approval
Privacy Policy V4	8/12/2023, 11/23
Privacy Policy V3	16/2014, 17/12/2014
Privacy Policy V2	3/2012, 22/06/2012
Privacy Policy V1	18/12/2009

Governance and Authorisation

Parent policy	N/A
Parent policy owner	Executive Officer
Associated policies and procedures	<ul style="list-style-type: none"> • MSA Constitution • MSA Committee Regulations • MSA Corporate Governance Statement • MSA Privacy Procedures
Monash University associated policy and procedures	<ul style="list-style-type: none"> • Monash University Data Protection and Privacy Procedure
Legislation mandating compliance	<ul style="list-style-type: none"> • Privacy Act 1988 (Commonwealth) • Privacy and Data Protection Act 2014 • Health Records Act 2001 (Vic)
MSC Approval	8/12/2023, 11/23
Executive Committee Endorsement	1/12/2023
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Version	4
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