Why we collect your personal information

The University of Melbourne is collecting and processing your personal information to:

- learn more about the diverse makeup of our workforce and gather their perceptions and experiences in our work environment
- help to monitor progress against the Diversity and Inclusion Strategy 2030
- inform organisation-wide efforts to build a strong, diverse, and inclusive workforce

The “processing” of personal information refers to all activities relating to the management of your personal information, from its collection and use, through to its storage and disposal, and everything in between.

How we process your personal information

We will process your personal information as necessary for our legitimate interests, in accordance with applicable privacy laws, and only under the following circumstances:

- for the purpose for which it was collected; or
- a related purpose which you might reasonably expect; or
- where you have consented to the processing; or
- if we are required or permitted to do so by law.

We will collect your personal information directly from you wherever possible.

The University has appointed a third-party provider, Voice Project, to administer the survey. The survey will be administered anonymously, and outcomes reported at an aggregate level (n > 10 for any demographic group). This means that no responses will be able to be directly attributed to an individual as reporting against demographic groups smaller than 10 will not be made available. Your answers will not be held or recorded on your employee record. Further information about Voice Project’s privacy and consent information can be found here.

In some instances, your personal information may be transferred outside of Victoria or Australia (for example, where providers are located internationally or use a cloud-based system with servers based in international jurisdictions). We take all reasonable steps to ensure that the interstate or overseas transfer of personal information is in accordance with our privacy obligations as outlined in the University’s General Privacy Statement.

We will retain your personal information only for as long as required for the purpose it was collected and in accordance with our legislative obligations. After this period, it will be securely destroyed in compliance with the University’s retention and disposal authority.
Further privacy information
Refer to the University’s General Privacy Statement or other privacy statements for general information about how we process and protect personal information, including:

• our lawful basis for processing personal information;
• collection, use and disclosure of personal information;
• accuracy, security and storage of personal information;
• retention and disposal of personal information;
• your individual rights; and
• applicable privacy laws.

Your rights
You may request access to, or correction of, your personal information we hold, or exercise your individual rights as applicable under relevant privacy laws, unless this would have an unreasonable impact on the privacy of others or would contravene the University’s other legislative obligations.

If the lawful collection of your personal information is based on your consent, you have the right to withdraw your consent at any time. However, this will not affect the lawfulness of our processing of your information prior to you withdrawing your consent.

Contact
For further information you can contact us at diversity-inclusion@unimelb.edu.au.

For further information about how the University manages personal information, and for details of how to make an enquiry, lodge a complaint, or to contact the University’s Privacy and Data Protection Officer, please refer to our Privacy webpage, view the University’s Privacy Policy or contact privacy-officer@unimelb.edu.au.

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