

1 PURPOSE

The University respects the privacy of anyone who interacts with us and is committed to protecting and managing personal and health information fairly and lawfully.

2 REQUIREMENTS

2.1 Why we collect your personal information?

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

- Help organise initial screening and ongoing health monitoring, as required.
- Meet our legislative obligations in accordance with: OHS Act 2004 (Vic), OHS Regulations 2017 (Vic).

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.

2.2 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 may share your personal information with contracted service providers or partners engaged by us to perform legitimate functions on our behalf, including:

- Qualtrics, a survey platform, to conduct our Health and Hazard Assessment Questionnaire; and
- Microsoft Bookings, a scheduling tool, to manage appointment bookings and administer referrals.

Your personal information may also be shared with external contractors that conduct required health monitoring procedures such as Spirometry or Audiometry.

Attendance at a health screening or monitoring service may appear in reports provided to your supervisor, Health and Safety Services and/or your local Health and Safety Business Partner to ensure exposure to workplace risks are being monitored effectively.

We will hold the personal information you provide us for 7 years. After this period, it will be securely destroyed in compliance with the [University's retention and disposal authority](#).

2.3 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

3 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.

4 CONTACTS

For further information you can contact us at ohs-enquiries@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.