

Privacy Collection Notice



Why we collect your personal information

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

- meet our legislative obligations in accordance with Occupational Health and Safety Act 2005 (Vic) and Building Act 1993 (Vic)
- maintain an accurate registry of all emergency responders at University campuses and workplaces.
- aid and coordinate emergency responders when required
- monitor the effectiveness and capacity of emergency response resources

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

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

We may share your personal information with:

- contracted service providers or partners engaged by us to perform legitimate functions on our behalf, such as those outlined in this privacy collection notice
- regulatory agencies such as WorkSafe Victoria or Fire Rescue Victoria

The information will be used by authorised staff and contracted consultants for the purpose for which it was collected. Emergency responder information will not be transferred outside Australia and will be protected against unauthorized access and use.

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](#).

University’s General Privacy Statements

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;
- 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 about the Emergency Responder Database and related processes, you can contact us at ohs-enquiries@unimelb.edu.au.

For general information about how the University manages personal information, and for details of how to make an enquiry or lodge a complaint, please refer to the University's [Privacy webpage](#), view the [University's Privacy Policy](#) or contact privacy-officer@unimelb.edu.au.