

UMSU Privacy Policy

Effective date	September 2026
Review Date	August 2027
Policy Owner	CEO

1. We Respect Your Privacy

The University of Melbourne Student Union (UMSU) respects your right to privacy and this policy sets out how we collect and handle your personal information.

“Personal information” is information we hold which is reasonably identifiable as being about you.

Certain areas within UMSU have specific privacy and confidentiality requirements and these are set out in Schedules attached to this policy.

2. Scope

This policy applies to all personal information collected and/or held by UMSU,

3. The Personal Information we Collect

We may collect the following types of personal information from you:

- Name
- Date of birth
- Contact details
- enrolment information and study details
- complaint details
- club memberships

In some circumstances, we may also collect sensitive information from you when necessary and only with your consent. Sensitive information is a subset of personal information. Sensitive information we may collect about you includes information about your:

- racial or ethnic origin
- gender identity
- health information
- political opinions
- membership of a political association
- religious beliefs or affiliations
- philosophical beliefs
- membership of a professional trade association
- membership of a trade union
- sexual orientation or practices.

4. How we Collect your Personal Information

We collect personal information directly from you in a variety of ways, including when you:

- join UMSU as a member, volunteer, employee or elected representative;
- access an UMSU service such as Advocacy, Legal, or the Rowan White Library;
- register for UMSU events, or sign petitions affiliated with UMSU
- interact with us electronically via email;
- access our website; and
- make a complaint.

We may also receive your information from third parties. For example:

- when you join and UMSU-affiliated club or society; or
- per the UMSU Resolution of Complaints Procedure: when the University of Melbourne conducts an investigation and provides an investigation report to UMSU in relation to substantially the same concern, UMSU may rely on the University of Melbourne's report rather than conducting a separate investigation.

5. Use of your Personal Information

We use your information to provide services to you. We also use it to improve our services and to notify you of opportunities that we think you might be interested in. We will always offer you the opportunity to opt out of receiving such notifications.

We do not disclose your personal information to third parties unless permitted to, either by you (consent) or by privacy or other laws. Sometimes, we may be required by law to disclose personal information about you to third parties, such as if we are served with a subpoena to produce documents to a court.

6. Security of your Personal Information

We take all reasonable steps to ensure that personal information is protected from misuse and loss, unauthorized access, interference, unauthorized modification or disclosure. UMSU stores personal information securely using local and cloud-based servers, and third-party platforms such as record-management systems. In the case of hard-copy information, this is held in secure on-site storage.

7. Access to your Personal Information

You have the right to access your personal information. You can access and update your personal information by contacting us at 'privacy@union.unimelb.edu.au'. We may charge a reasonable administration fee for this access.

8. Anonymity

Generally, UMSU needs to collect your information in order to provide you with its services and benefits – for instance we may need to verify that you are a current student. However, in certain circumstances you may have the option to deal anonymously or by pseudonym with UMSU. If you have an issue that wish to discuss or raise anonymously, please contact UMSU by phone on (03) 8344 6966.

9. Complaints about Privacy

If you have any complaints about our privacy practices, please send details of your complaints to 'privacy@union.unimelb.edu.au'. Complaints about privacy are directed to the General Manager of UMSU or their nominee. We take complaints very seriously and will respond shortly after receiving written notice of your complaint.

10. Changes

Please be aware that we may change this Privacy Policy in the future. The revised versions will be available from our website, so please check back from time to time. We will always provide notice of at least 14 days on our website before any changes to this Policy commence.

11. Website

When you visit our website, we may collect certain information such as browser type, operating system, website visited immediately before coming to our site. This information is used in a de-identified and aggregated manner to analyse how people use our site so that we can improve our service.

Cookies

We use cookies on our website. Cookies are very small files which a website uses to identify you when you come back to the site and to store details about your use of the site. Cookies are not malicious programs that access or damage your computer. We use cookies to improve the experience of people using our website.

Third party sites

Our site has links to other websites not owned or controlled by us. We are not responsible for these sites or the consequences of you visiting those sites.

Schedule 1: Representative Declarations

1. Status and application

This Schedule forms part of the UMSU *Privacy Policy* and sets out the specific privacy and confidentiality requirements that apply to Student Representative Declarations.

Where this Schedule is inconsistent with the body of the *Privacy Policy*, this Schedule prevails to the extent of the inconsistency in relation to Student Representative Declarations.

2. Definitions

Representative Declaration means a declaration a person is required to complete under an UMSU instrument on election or appointment to a representative position, and includes the Student Representative Declaration: Gender-based Violence History and the Consent to Act as Member of the Students' Council.

Declarant means the person who completes a Student Representative Declaration.

Custodian means the Chief Executive Officer, or a person to whom the Chief Executive Officer has delegated custody in writing for the purposes of this Schedule.

3. Information collected

A Representative Declaration may contain sensitive information within the meaning of the *Privacy Act 1988* (Cth), including information about a criminal record and information about an investigation or a finding made in a disciplinary, misconduct or legal process.

Sensitive information in a Student Representative Declaration is collected only with the consent of the Declarant, given in the declaration itself, and only to the extent necessary for the purposes set out in the instrument requiring the declaration.

A Representative Declaration must not require a Declarant to disclose their own experience of gender-based violence or any matter in which they participated as a discloser, complainant, witness or support person.

4. Custody and storage

The Custodian is responsible for the security of Student Representative Declarations. A Student Representative Declaration must be kept in a restricted access record which is separate from:

- (a) staff personnel and recruitment records;
- (b) the records of any UMSU service, including the UMSU Legal Service, the UMSU Advocacy Service and the gender-based violence service;

- (c) the records of the Students' Council, its Committees and any Department; and
- (d) any record accessible to a person who does not require access for a purpose permitted by this Schedule.

Electronic records must be held in access-controlled storage. Hard copy records must be held in locked storage accessible only to the Custodian. The Custodian must keep a record of each person given access to a Representative Declaration and the purpose for which access was given.

5. Use and disclosure

A Student Representative Declaration may be used only for the purposes set out in the instrument requiring it, which are to assess and manage risk to the safety of students, staff and volunteers consistently with UMSU's duty of care.

A Student Representative Declaration, and any risk assessment arising from it, must not be tabled at or reported to the Students' Council, a Committee or a general meeting, and must not be published.

Disclosure is permitted only to a person whose involvement is strictly necessary to conduct a risk assessment or implement its outcomes, to a person providing subject matter expertise engaged for that purpose, or where disclosure is required or authorised by law.

A Student Representative Declaration must not be disclosed to the University of Melbourne except with the consent of the Declarant or where disclosure is required by law, including where required for UMSU to meet its obligations in respect of the [National Higher Education Code to Prevent and Respond to Gender-based Violence 2025](#) (Cth).

6. Access and correction

A Declarant may seek access to and correction of their own Student Representative Declaration under the UMSU *Privacy Policy*.

Where a record contains personal information about another person, access may be given in a form that does not disclose that information.

7. Retention and destruction

A Student Representative Declaration is retained for the duration of the Declarant's term of office and any further period required by law or reasonably necessary to conclude a process on foot or to defend a decision made under the instrument requiring the declaration, and is then securely destroyed. The Custodian must record the date and method of destruction.

8. Complaints

A complaint about the handling of a Student Representative Declaration may be made under the UMSU *Privacy Policy*. Where the complaint concerns the handling of the information by the Chief Executive Officer, the complaint must be referred to an independent nominee who is not subject to the direction of the Chief Executive Officer.

9. Data breach

Unauthorised access to, or disclosure or loss of, a Student Representative Declaration must be reported to the Custodian immediately and assessed in accordance with UMSU's obligations under the *Privacy Act 1988* (Cth), including the notifiable data breaches scheme.

10. Review

This Schedule is reviewed with the UMSU *Privacy Policy*, or earlier if an instrument requiring a Student Representative Declaration is amended or made.

Policy owner	Chief Executive Officer
Made under	UMSU Privacy Policy
Effective date	10 September 2026
Review date	August 2027, with the Privacy Policy
Related instruments	Student Representative Declaration: Gender-based Violence History; UMSU Council Charter; UMSU Regulations for Student Representatives

Change Table

Version #	Issue Date	Amendment Details	Approval Date	Approved By
1	August 2024	First iteration	August 2024	CEO
2	September 2026	Added <i>Schedule 1: Representative Declarations</i>	10 September 2026	CEO