**Privacy legislation**

Your personal information is managed under the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (VIC). All personal information collected by the University is governed by the University's Privacy Policy. Personal information is recorded information that identifies a person or could reasonably be used to identify them.

 **What we collect and why**

The University collects personal information from a student for a number of purposes. Such purposes mainly relate to the proper administration of an individual's course of study at the University, the University’s internal planning requirements, and the organization of relevant health and welfare programs. Personal information is also collected for the purposes of fostering alumni relations and promoting University activities and under Commonwealth or State Government legislation for the purposes of government reporting and for the administration of, but not limited to, the Higher Education Loan Programmer (HELP) and the Youth Allowance (Custody and Absurd). The University will collect personal information directly from the student him or herself wherever possible.

**Accuracy, security and storage** **of personal information**

The University holds information in both computer, and paper based records. It takes all reasonable steps to ensure that the information it holds is accurate and complete and that it is protected from misuse, loss, unauthorized access or disclosure.

**Use and Disclosure of personal information**

Melbourne Students and Learning http://msl.unimelb.edu.au/leadership/provost) is responsible for maintaining the information of currently enrolled students. The University will use or disclose your personal information only for purpose for which it was collected, or for a related purpose which you might reasonably expect, unless it has your permission, unless is otherwise permitted or required to do so by law. This means that the University will not disclose any information it holds about you, including results, addresses or other information, to your relatives (including parents or spouse), without your consent. The University will not confirm that you are or have been a student of the University, except as outlined in this statement, unless you have a record of graduation, as that is a public document. The following are examples of instances where the University will use and disclose your personal information for legitimate purposes: