



Mannix College

Privacy Policy

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1. About

- 1.1. Mannix College is a Catholic residential college established by the Catholic Archdiocese of Melbourne as a missionary endeavour of the Archdiocese. Affiliated with Monash University, the College provides a safe and vibrant residential living and learning community for its residents.
- 1.2. Mannix College respects the privacy of individuals and is committed to responsibly collecting, holding, using, disclosing and protecting personal information.
- 1.3. This Privacy Policy explains how the College manages personal information and sensitive information obtained through applications, residency, employment, College activities, digital systems, websites, communications and other interactions with the College.

- 1.4. Mannix College is bound by the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs), where applicable.
- 1.5. As a residential college affiliated with Monash University, Mannix operates within a connected educational and residential environment. Effective College operations may require appropriate information sharing between Mannix and Monash University, as well as with service providers, professional advisers, emergency services, government authorities and other parties where reasonably necessary, authorised or required.
- 1.6. The College seeks to balance individual privacy with its responsibilities for student safety and wellbeing, safeguarding, education, residential community management, legal compliance and effective College operations.

2. Personal Information and Sensitive Information

- 2.1. Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not and whether recorded in material form or not.
- 2.2. Sensitive information is a category of personal information and includes information concerning matters such as an individual's racial or ethnic origin, political opinions, religious beliefs or affiliations, sexual orientation or practices, criminal record, health information and membership of certain associations.
- 2.3. The College will collect, hold, use and disclose sensitive information in accordance with applicable privacy law. This may include circumstances where the individual has consented, where the information is reasonably necessary for an applicable College function or activity and collection is permitted by law, or where another legal exception applies.
- 2.4. Information received from Monash University or another third party will be managed in accordance with this Policy and applicable law.

3. Information the College May Collect

- 3.1. The College collects personal information, including where appropriate sensitive information, for purposes connected with providing residential accommodation, education, student support and the administration and governance of the College.
- 3.2. The College will seek to collect personal information that is reasonably necessary for, or directly related to, its functions and activities and avoid collecting unnecessary personal information.
- 3.3. Information may be collected about:
 - a) applicants and prospective Residents;

- b) current and former Residents;
- c) parents, guardians and emergency contacts;
- d) staff members and job applicants;
- e) alumni;
- f) donors;
- g) volunteers;
- h) contractors, consultants and service providers;
- i) visitors and other people who interact with the College.

3.4. Information collected may include

- a) names, contact details and identity information;
- b) date of birth, nationality and demographic information;
- c) education, enrolment and academic information;
- d) financial information and payment records;
- e) health, disability, accessibility, dietary and wellbeing information;
- f) emergency contact and family information;
- g) scholarship, bursary and financial-support information;
- h) employment and professional information;
- i) applications, interviews and references;
- j) records relating to resident support, pastoral care and wellbeing;
- k) complaints, incidents, safeguarding matters, investigations, misconduct and disciplinary processes;
- l) access-control, security and building-use information;
- m) photographs, audio and video recordings;
- n) information generated through the use of College IT systems, networks, devices, websites and digital services; and
- o) other information reasonably required for the College's functions and activities.

4. How Information Is Collected

- 4.1. Personal information may be collected in physical, verbal, photographic, audio, video or digital form.

- 4.2. Information may be collected:
- a) directly from an individual;
 - b) through applications, forms, surveys, interviews and meetings;
 - c) through correspondence, email, telephone calls and digital communications;
 - d) during a person's residency, employment or participation in College activities;
 - e) from Monash University and other educational institutions;
 - f) from parents, guardians, emergency contacts or other persons where appropriate;
 - g) from referees, professional advisers, health professionals or support services where authorised or otherwise permitted;
 - h) through College websites, applications and online platforms;
 - i) through security, access-control, network and information technology systems;
 - j) through photographs, recordings and College events; and
 - k) from publicly available sources where appropriate and lawful.
- 4.3. The College may collect technical information generated through the use of College systems and infrastructure, including network usage, system logs, access records, device information and cybersecurity information.
- 4.4. Information may also be created by the College in carrying out its functions, including case notes, meeting records, incident reports, assessments, correspondence and administrative records.

5. Use and Disclosure of Inform

- 5.1. The College may collect, hold, use and disclose personal information where reasonably necessary for its functions and activities, including:
- a) governance, administration and management of the College;
 - b) admission, readmission and allocation of accommodation;
 - c) administration of Residency Agreements;
 - d) student orientation and transition;
 - e) pastoral care, student support and wellbeing;
 - f) safeguarding and student safety;

- g) responding to emergencies and critical incidents;
- h) academic support and monitoring;
- i) scholarships, bursaries and prizes;
- j) resident activities, programs, sport, culture and events;
- k) managing complaints, incidents, behavioural concerns, misconduct and disciplinary processes;
- l) risk management, insurance and legal compliance;
- m) employment and management of staff;
- n) security, access control and management of College facilities;
- o) providing and protecting IT systems, internet access and digital services;
- p) financial administration, invoicing and debt recovery;
- q) alumni and advancement activities;
- r) communications, publications and appropriate marketing;
- s) research, evaluation, planning and service improvement, including through appropriately aggregated or de-identified information where practicable; and
- t) other purposes reasonably connected with the operation of the College.

- 5.2. Personal information will generally be used or disclosed for the purpose for which it was collected, a related secondary purpose where permitted, or another purpose authorised or required by law.

6. Information Sharing with Monash University

- 6.1. Mannix College is an independent residential college affiliated with Monash University. The College and University have legitimate and overlapping responsibilities relating to students who are both Mannix Residents and Monash University students.
- 6.2. Mannix College may collect information from, and disclose personal information to, Monash University where authorised or contemplated by the Affiliation Agreement between Mannix College and Monash University, a Residency Agreement, the Conditions of Residency, another applicable agreement or policy, where permitted or required by law, or where reasonably necessary for the proper operation of the College and its relationship with the University.

- 6.3. Information may be collected from or disclosed to Monash University for purposes including:
- a) confirming enrolment or student status;
 - b) admission, residency and accommodation administration;
 - c) academic support and academic progress;
 - d) student wellbeing, welfare and pastoral support;
 - e) student safety and safeguarding;
 - f) responding to emergencies, critical incidents or serious concerns;
 - g) complaints, misconduct, behavioural concerns or disciplinary matters;
 - h) preventing or responding to sexual harm, harassment, discrimination, bullying or other unacceptable behaviour;
 - i) risk management and community safety;
 - j) coordinating support or services for a Resident;
 - k) meeting reporting, governance or operational requirements arising from the College's affiliation with the University; and
 - l) other legitimate operational purposes connected with the relationship between Mannix College, Monash University and the Resident.
- 6.4. The College does not require separate consent on every occasion that information is shared with Monash University where that sharing is otherwise authorised, reasonably expected or permitted by an applicable agreement, policy or law.
- 6.5. Information sharing should be proportionate to its purpose. Where practicable, the College will limit disclosure to information reasonably relevant to the matter being addressed.
- 6.6. Nothing in this Policy prevents the College from communicating with Monash University where the College reasonably considers that doing so is appropriate to protect the safety or wellbeing of a Resident or another person, manage a serious incident or risk, meet its responsibilities as an affiliated residential college, or otherwise lawfully carry out its functions

7. Disclosure to Other Parties

- 7.1. The College may disclose personal information to third parties where reasonably necessary or permitted by law, including:
- a) emergency services and law enforcement agencies;

- b) government agencies and regulators;
- c) health, counselling, wellbeing or support services;
- d) insurers and insurance advisers;
- e) legal, financial and other professional advisers;
- f) contractors and service providers supporting College operations;
- g) technology, cloud-storage and software providers;
- h) parents, guardians or emergency contacts where appropriate and lawful;
- i) the Catholic Archdiocese of Melbourne where appropriate to the governance, safeguarding or operation of the College; and
- j) other parties where authorised or required by law or reasonably necessary for a legitimate College function.

- 7.2. Where reasonably practicable, third-party service providers handling personal information on behalf of the College will be expected to maintain appropriate privacy, confidentiality and information-security safeguards.

8. Artificial Intelligence and Automated Technologies

- 8.1. The College may use artificial intelligence, machine learning, automated processing and other emerging digital technologies to support its administrative, educational and operational functions.
- 8.2. Such technologies may assist with activities including administration, analysis, summarisation, communications, planning, resident services, admissions and process improvement.
- 8.3. The College will seek to use artificial intelligence and automated technologies responsibly and with appropriate regard to privacy, confidentiality, information security, accuracy, fairness and human oversight.
- 8.4. The use of automated transcription, recording or summarisation technologies in meetings, interviews, resident support conversations or other interactions involving personal information must be appropriately authorised and used with regard to privacy, confidentiality and the sensitivity of the information involved.
- 8.5. Personal information, particularly sensitive or confidential information, should not be entered into publicly available or unapproved artificial intelligence systems where doing so would create an unreasonable privacy, confidentiality or security risk.

- 8.6. Where artificial intelligence or automated technologies assist with a decision, recommendation or assessment that could materially affect an individual, appropriate human oversight and review should ordinarily be maintained.
- 8.7. The College may establish procedures, guidelines or restrictions governing approved artificial intelligence platforms and their use by staff and others acting on behalf of the College.

9. Digital Media, Photography and Social Media

- 9.1. College life includes events, activities and community occasions that may be photographed, filmed or otherwise recorded.
- 9.2. The College may use photographs, video, audio and other media for legitimate College purposes including communications, publications, historical records, alumni engagement and promotion, subject to applicable law and College procedures.
- 9.3. The College recognises that digital content can be copied, shared, searched, altered and retained beyond its original context. Reasonable care should therefore be taken when publishing identifiable information about Residents, staff and other members of the community.
- 9.4. The College will have particular regard to privacy, dignity and safety when dealing with sensitive circumstances, wellbeing matters, disciplinary processes, minors, personal hardship or information that could expose an individual to unreasonable harm or embarrassment.
- 9.5. Residents and other members of the College community are expected to comply with applicable College policies concerning photography, recording, social media, consent and respectful conduct.

10. Information Security

- 10.1. Personal information may be stored:
 - a) electronically on College-controlled systems;
 - b) using approved cloud-based systems and service providers;
 - c) within approved third-party software platforms; and
 - d) in secure physical records.
- 10.2. The College will take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, disclosure and cyber threats.
- 10.3. Security measures may include, as appropriate:
 - a) role-based access controls;

- b) password and authentication requirements;
 - c) multi-factor authentication;
 - d) encryption;
 - e) system logging and monitoring;
 - f) cybersecurity protections;
 - g) staff training;
 - h) secure storage and disposal practices; and
 - i) incident-response and data-breach procedures
- 10.4. Access to personal information should be limited to people who reasonably require that information to perform their College role or another authorised function.
- 10.5. The College may monitor and investigate the use of College networks, accounts, systems and devices for cybersecurity, safety, legal compliance, misconduct investigation and legitimate operational purposes.
- 10.6. Suspected or actual data breaches will be assessed and managed in accordance with applicable law, including the Notifiable Data Breaches scheme where applicable.

11. Retention and Disposal

- 11.1. The College will retain personal information for as long as reasonably necessary for its functions, legal obligations, governance, safeguarding, historical record and legitimate operational requirements.
- 11.2. Different categories of information may appropriately be retained for different periods.
- 11.3. When information is no longer reasonably required and the College is not required or justified in retaining it, the College will take reasonable steps to securely destroy or de-identify it.

12. Overseas Disclosure and Cloud Services

- 12.1. The College may use technology and service providers that store or process information using infrastructure located outside Australia.
- 12.2. Where personal information may be disclosed overseas, the College will take reasonable steps to comply with applicable requirements of the Australian Privacy Principles.

- 12.3. The use of an overseas or cloud-based service does not diminish the College's expectation that personal information will be appropriately protected.

13. Access and Correction

- 13.1. Subject to applicable exceptions under the *Privacy Act 1988* (Cth), an individual may request access to personal information held about them or request that inaccurate, out-of-date, incomplete, irrelevant or misleading information be corrected.
- 13.2. The College may require appropriate verification of identity before providing access or making changes.
- 13.3. In some circumstances, the College may lawfully refuse or limit access. Where required, the College will provide reasons for doing so.
- 13.4. Requests for access or correction should be directed to the College Privacy Officer.

14. Questions and Complaints

- 14.1. Questions about this Policy or the College's handling of personal information should be directed to the College Privacy Officer.
- 14.2. A person who believes their privacy has been improperly handled may make a complaint to the College Privacy Officer.
- 14.3. The College will consider and respond to privacy complaints appropriately and in accordance with applicable law.

15. General

- 15.1. This Policy should be read together with the College's Residency Agreement, Conditions of Residency, College Handbook, staff policies, information technology requirements and other applicable policies and procedures.
- 15.2. Nothing in this Policy limits the College from collecting, using or disclosing information where required or authorised by law.
- 15.3. Mannix College may amend this Policy from time to time. The current version will be published by the College.

Mannix is committed to being a safe and vibrant living and learning community with core values of excellence, respect, community, resilience and integrity. Please go to <https://mannix.monash.edu/handbook-policies/> to view our other policies.

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