



Privacy Policy for Personal Information

Information that can reasonably identify a student is defined and protected as personal information under the Privacy and Data Protection Act (2014). Personal information collected by the In2science program ('In2science', we, our) and its 'Partner Universities' (La Trobe University (ABN 64 804 735 113m CRICOS 00115M), Monash University (ABN 12 377 614 012, CRICOS 00008C), RMIT University (ABN 49 781 030 034, CRICOS 00122A); Swinburne University of Technology (ABN 13 628 586 699, CRICOS 00111D), The University of Melbourne (ABN 84 002 705 224, CRICOS 00116K), is protected by the Privacy Act 1988 (Privacy Act). In the conditions of Grant by the Strategic Partnerships Program (SPP), In2science will comply with all the requirements of the Privacy Act (including the Australian Privacy Principles).

General privacy policies for each Partner University are available at:

- La Trobe University: <http://www.latrobe.edu.au/privacy>
- Monash University: <https://www.monash.edu/privacy-monash>
- RMIT University: <https://www.rmit.edu.au/about/governance-and-management/governance/privacy>
- Swinburne University of Technology: <https://www.swinburne.edu.au/privacy/>
- The University of Melbourne: <http://www.unimelb.edu.au/governance/compliance/privacy>



How we collect your data

In2science only collects personal information that is necessary for, or directly related to, one or more of our functions or activities. Personal information that In2science collects from university students, schools, school teachers, school students, research participants, and external contractors includes (depending on the services provided and accessed):

- names
- contact details
- student identification numbers
- university enrolment details
- photographic identification

- Police Check and Working With Children Check details
- other related personal information required for the effective management of the In2science program.

In2science generally collects information from you during the application to become an In2science mentor (for university volunteers), during applications to host an In2science mentor (for schools and teachers), when you access the In2science website, or when you participate in special activities or projects. We may also collect information from your Partner University (e.g. student administration information) where the information you have provided directly to In2science is incomplete, erroneous or out of date. Some special projects or activities may have their own collection notice, which is in addition to the information contained in this general collection statement (e.g. when using the IT services of individual Partner Universities).

Some of the main reasons In2science collects your information include:

- to correspond with you
- for administrative purposes
- for the purposes of undertaking program-commissioned research
- to meet legal obligations
- to inform you, your placement school, In2science staff, and staff from Partner Universities about your In2science placement
- to inform you about other In2science activities/events
- to inform you about other Partner University activities/events

In2science stores personal information in both electronic and hard copy forms, and must comply with the requirements of the Victorian Public Records Act 1973. For more information in this regard please visit the Public Record Office Victoria website.

How we share your data

Sharing with external organisations and third parties

The In2science Partner Universities have agreed that any personal information obtained from one Partner University in the course of administering or managing the In2science program will be treated as confidential by all Partner Universities and shall not be disclosed to any external organisation or third party without the prior written consent of the Partner University that originally collected the information.

If the Partner Universities hold personal information about you that was collected for a particular purpose (the In2science program), the Partner Universities will not use or disclose this information for another purpose, unless:

- you consented to the use or disclosure of the information; or
- you would reasonably expect the Partner Universities to use or disclose the information for the other purpose

We may disclose personal information to third parties in connection with the administration and management of the In2science program, including to:

- Our contractors (including marketing agencies, website and data hosting providers, cloud storage providers, and other IT suppliers)

- Other persons who perform services for, or in connection with, us
- Any third parties to whom you have directed or permitted us to disclose your personal information
- third parties that require the information for law enforcement or to prevent a serious threat to public safety; and
- otherwise as permitted or required by law.

Wherever feasible, we will endeavour to remove personally identifying information when we share data with third parties and external contractors.

Sharing between Partner Universities:

Mentor university and school data is shared between the Partner Universities to fulfill the purposes of the In2science program. All data is treated as confidential by all Partner Universities. All Partner Universities will comply with all applicable privacy legislation.

We will share data across the Partner Universities, solely for the purposes of the In2science program. This may include:

- Your name
- Your contact details, including your email address and postal address
- Your student ID
- Your university course details
- Any information collected through the mentor application form
- Any information collected through the teacher class registration form
- Any information you provide through 3rd-party registration forms (e.g. MailChimp, Eventbrite) for the purposes of In2science activities and events

Accessing and seeking correction of your personal data

In2science will take such steps (if any) as are reasonable in the circumstances to ensure that the personal information that it uses or discloses is, having regard to the purpose of the use or disclosure, accurate, up to date, complete and relevant.

Subject to an overriding legal consideration, if In2science holds personal information about an individual, In2science will, on request by the individual, give the individual access to the information. Information can be requested from any In2science staff member (in2science.org.au/about/people/)

If In2science holds personal information about you and In2science is satisfied that, having regard to a purpose for which the information is held, the information is inaccurate, out-of-date, incomplete, irrelevant or misleading, or you request In2science to correct the information, In2science will take such steps (if any) as are reasonable in the circumstances to correct that information to ensure that, having regard to the purpose for which it is held, the information is accurate, up to date, complete, relevant and not misleading.