

Checklist for Compliance with the Privacy Laws – All Staff

NAME:	CAMPUS:	YES	NO
1. Have you been trained in privacy laws or attended a privacy briefing session?			
2. Do you consider the privacy implications for all new projects?			
3. Do you only collect personal information that is necessary for Monash's functions and activities?			
4. When collecting personal information, do you make sure that individuals providing the information know the purposes for collection, any law that requires collection, the types of organisations to which Monash discloses the information, the individual has the right to access their information, any consequences of not providing the information and the Privacy Officer's contact details?			
5. Do you only use and disclose personal information for the primary purpose of collection or a secondary purpose the individual would reasonably expect? If it does not fall within the primary or secondary purpose do you obtain the consent of the individual?			
6. When disclosing personal information to third parties, do you request the third party to sign a privacy agreement which requires them to treat the information in accordance with the privacy laws?			
7. Do you make sure personal information is accurate, complete and up to date?			
8. Do you take reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure?			
9. Do you provide individuals with the opportunity to access their personal information in accordance with the Freedom of Information laws?			
10. Do you know where to locate the Monash University Privacy Policy? Do you make it available to anyone who asks for it?			
11. Do you, wherever it is lawful and practicable, provide individuals with the option of remaining anonymous when dealing with Monash?			
12. When transferring information outside of Victoria, do you make sure that the recipient has equivalent privacy laws, the individual consents or you request the recipient to sign a privacy agreement?			
13. Do you only collect sensitive or health information with the consent of the individual, or if it is required or authorised by law?			

For further information please contact the privacy officer at privacyofficer@adm.monash.edu.au

Checklist for Compliance with the Privacy Laws – Managers

NAME:	FACULTY / DIVISION:	YES	NO
1. Have you considered the obligations imposed on the staff in your team by the privacy laws?			
2. Are you aware of obligations placed on Monash by the privacy laws?			
3. Have all staff in your team who handle personal, sensitive or health information as a part of their normal day to day duties been trained in privacy laws and has training on privacy laws been included in all new staff member's induction?			
4. Have you conducted an audit of your area's current practices to ensure that Monash is complying with the privacy laws? Do you conduct regular follow up audits to monitor ongoing compliance with the laws?			
5. Do you consider the privacy implications for all new projects?			
6. Is a privacy compliance culture promoted within your area? Are staff encouraged to consider privacy consequences in activities they undertake on behalf of the university?			
7. Do you know who your Privacy Co-ordinator is, or if your area does not have one, do you know how to contact the Privacy Officer?			

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