

# Asia Education Foundation Privacy Notice



## Why we collect your personal information

Asia Education Foundation, part of Asialink at The University of Melbourne is collecting and processing your personal information to:

- Record your attendance in the 2022 Victorian Young Leaders: Global Youth Forum, facilitated by Asia Education Foundation (hereby referred to as 'the event')
- Record your parental/guardian(s) response to a media release for the event
- Record your response to our Code of Conduct to participate in the event
- We will also collect information relating to your learning in the forums – this information will be de-identified, stored securely on the University's systems and deleted once no longer required
- meet our legislative obligations in accordance with the Privacy and Data Protection Act 2014 (Vic), the University's Child Safety Policy and Victorian Child Safety Standards
- inform general business analysis, quality assurance, reporting and planning activities

The "processing" of personal information refers to all activities relating to the management of your personal information, from its collection and use, through to its storage and disposal, and everything in between.

## How we process your personal information

We will process your personal information as necessary for our legitimate interests, in accordance with applicable privacy laws, and only under the following circumstances:

- for the purpose for which it was collected; or
- a related purpose which you might reasonably expect; or
- where you have consented to the processing; or
- if we are required or permitted to do so by law.

We may share your personal information with:

- contracted service providers or partners engaged by us to perform legitimate functions on our behalf; *Asia Education Foundation is using the University's business account under its licencing agreement with third party survey platform, Qualtrics, to conduct the survey associated with this event. The University recommends that you review Qualtrics Privacy Policy and Terms of Service to understand how they manage personal information.*
- The Victorian Department of Education and Training as the funder and organisation that has commissioned this event and the services of Asia Education Foundation to facilitate this event.

In some instances, your personal information may be transferred outside of Victoria or Australia (for example, where providers are located internationally or use a cloud-based system with servers based in international jurisdictions). We take all reasonable steps to ensure that the interstate or overseas transfer of personal information is in accordance with our privacy obligations as outlined in the University's [General Privacy Statement](#).

We will hold the personal information you provided us for 12 months. After this period, it will be securely destroyed in compliance with the [University's retention and disposal authority](#).

## Further privacy information

Refer to the University's [General Privacy Statement](#) or [other privacy statements](#) for general information about how we process and protect personal information, including:

- our lawful basis for processing personal information;
- collection, use and disclosure of personal information;
- accuracy, security and storage of personal information;
- retention and disposal of personal information;
- your individual rights; and
- applicable privacy laws.

Refer to the University's [Online Privacy Statement](#) for information about how personal information may be automatically collected from you, such as through the use of cookies, as a result of your visit to websites controlled by the University.

## Your rights

You may request access to, or correction of, your personal information we hold, or exercise your individual rights as applicable under relevant privacy laws, unless this would have an unreasonable impact on the privacy of others or would contravene the University's other legislative obligations.

If the lawful collection of your personal information is based on your consent, you have the right to withdraw your consent at any time. However, this will not affect the lawfulness of our processing of your information prior to you withdrawing your consent.

## Contact

For further information you can contact us at [aef-support@asialink.unimelb.edu.au](mailto:aef-support@asialink.unimelb.edu.au) or on 03 8344 3590.

For further information about how the University manages personal information, and for details of how to make an enquiry, lodge a complaint, or to contact the University's Privacy and Data Protection Officer, please refer to our [Privacy webpage](#), view the [University's Privacy Policy](#) or contact [privacy-officer@unimelb.edu.au](mailto:privacy-officer@unimelb.edu.au).

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