

ASQ-TRAK Privacy Notice



Why we collect your personal information

The Department of Paediatrics at the University of Melbourne is collecting and processing your personal information including:

- name
- work email address
- organisation name
- general geographic location where you use the ASQ-TRAK
- professional background and current role
- feedback from surveys

This personal information is being collected and processed to:

- communicate with you about ASQ-TRAK Training activities, resources, and related news and events
- record and manage your progress through the ASQ-TRAK Training pathway
- enable Trainers to target teaching and learning activities
- maintain a database of those who have expressed an interest in, or have attended ASQ-TRAK Training events, including information about the geographic location, number, and types of professions, services, and programs that are using the ASQ-TRAK to:
 - inform general business analysis, quality assurance, reporting and planning activities;
 - to support local networking amongst users of the ASQ-TRAK;
 - provide de-identified data for research activities.
- survey responses are used to better inform improvements to our program.

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 will collect your personal information directly from you wherever possible. However, where this is not practicable, we may collect information through other avenues such as training registration details from a supervisor, local Trainer, or other organiser of an ASQ-TRAK training workshop where you have expressed interest in attending.

We may share your personal information with contracted service providers or partners engaged by us to perform legitimate functions on our behalf. The Department of Paediatrics uses the University’s business accounts under its licencing agreements with third party platforms including [Microsoft 365](#), the

Learning Management System application '[Canvas](#)', and survey platform '[Qualtrics](#)' to collect and store your information for the purposes described above.

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](#).

If you choose not to provide the information requested, we may not be able to provide you with training, recognise your training activities, or provide access to resources, further professional development, or networking opportunities. Responding to feedback surveys is voluntary.

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.

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 asq-trak@unimelb.edu.au

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.

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