

Privacy Collection Notice

Research Integrity Complaints

Updated: 23 October 2023

Why we collect your personal information

The Office of Research Ethics and Integrity (**OREI**) is collecting and processing your personal information to manage and investigate complaints and concerns (**RI matters**) about research integrity in accordance with the University of Melbourne's [Research Integrity and Misconduct Policy \(MPF1318\)](#) (the **RI Policy**) and the [Guide to managing and investigating potential breaches of the Australian code for the responsible conduct of research](#) (the **Guide**).

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
- a related purpose which you might reasonably expect
- 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. Where this is not practicable, we may collect information through other avenues such as:

- University of Melbourne academic records from student services
- University of Melbourne employment records from human resources
- University of Melbourne ethics application and approval records from the Office of Research Ethics and Integrity, and
- Staff and student emails from IT Services

We will only ever collect sensitive or health information with your explicit consent.

We may use and disclose information collected from parties to the RI matter (listed below), to:

- identify complaints or allegations, manage complaints and conduct investigations
- afford procedural fairness to persons affected by decisions made under the RI Policy (for example, by providing witness statements or other relevant evidence to a respondent researcher or the complainant)
- inform decision makers named in the RI Policy
- understand and act on the findings of a research integrity matter (including preliminary assessments and investigations) and any related RI matters, and
- comply with our legal obligations, including under any agreement entered into by the University relating to research or other activities you undertake.

Parties to an RI matter may include:

- complainants, respondents and third party witnesses
- funding bodies such as the Australian Research Council (ARC) or National Health and Medical Research Council (NHMRC)
- relevant partners and affiliates, including but not limited to the University of Melbourne's medical research institutions, and
- relevant third party organisations, including regulators and government departments and agencies.

In some instances, your personal information may be transferred outside of Victoria or Australia. For example, this may happen if parties to the RI matter are located internationally or via the use of cloud-based systems 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](#).

Records pertaining to research integrity investigations are classed as permanent records under section 11.6.2 of the University's Retention and Disposal Authority (the Authority). They will therefore be securely managed and retained in perpetuity, in accordance with the Authority.

What if I don't provide information when requested?

If you choose not to provide the information requested, our ability to provide assistance may be limited; we may not be able to resolve a complaint, and we may not be able to request necessary educative, corrective and remedial actions that help protect the integrity of the research record.

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 via email at research-integrity@unimelb.edu.au or phone on +61 3 8344 1376.

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.