

# Australia India Research Students Fellowship Program

## Privacy Notice

### Why we collect your personal information

The Australia India Institute is collecting and processing your personal information to:

- assess your application and eligibility to participate in the Australia India Research Students Fellowship program
- administer your participation in the program
- promote the program, such as by publishing quotes you provide about your fellowship experience and attributing them to you
- 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

The Australia India Institute 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. We will confirm your passport information (dates of validity and nationality) with your Home Institution’s international office or your supervisor.

We may share your personal information with:

- The Australian Government Department of Education, the Australian High Commission in Delhi or Australian Consulates in India, the High Commission of India in Canberra or Indian Consulates in Australia (in cases of emergency)
- Host Institutions located in India or Australia

In some instances, your personal information may be transferred outside of 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 [ARCH-India Privacy Policy](#).

Your name, image, quotes from your fellowship experience or activity report may be used to promote the program by us or the organisations supporting this Fellowship program that we share your personal

information with. For example, the Australia India Institute or the Australian Department of Education may publish these details on both our websites or other promotional materials.

If you choose not to provide the information requested, this may affect your eligibility to participate in the AIRS Fellowship program.

## Further privacy information

The Australia India Institute is part of the University of Melbourne. 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 our 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 about how the Australia India Institute manages personal information collected through the Australia Researcher Cooperation Hub (ARCH-India) website you can contact us at the Australia India Institute via email at [admin@arch-india.org](mailto:admin@arch-india.org).

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 their [Privacy webpage](#), view the [University's Privacy Policy](#) or contact [privacy-officer@unimelb.edu.au](mailto:privacy-officer@unimelb.edu.au).

**Last updated:** 4 October 2022