



Access to Callista for Research Purposes

Access to all data held on Callista is for administrative and course-related purposes only.

Using the personal information for other purposes without consent from the student may contravene the Information Privacy Act (2000) and the Health Records Act (2001).

1. Academic and Administrative staff, and others with access to Callista, shall not use their access to the personal information contained in the database for research purposes, either to collect or use personal information or to contact students for recruitment purposes, or to collect or use personal information without the prior consent of students.
2. Student and Community Services or other Monash University staff with access to Callista will not send out e-mails to students on behalf of researchers, as this activity is not administrative or course-related.
3. Subject to approval from the Standing Committee on Ethics in Research Involving Humans (SCERH), researchers may access de-identified student data for statistical purposes by approaching the Manager University Statistics, University Planning and Statistics.
4. Subject to approval from the Standing Committee on Ethics in Research Involving Humans (SCERH), where researchers are in regular contact with a cohort (e.g. their own class) and wish to collect personal information from the students (e.g. marks), they may do so, by seeking and gaining the explicit consent from the students for the collection of their personal information for use in the research project. Students may provide information relating to their marks in an agreed format (e.g. by providing a Student Statement - freely available to all enrolled students from the WEB Enrolment System (WES)).

Students who consent to the collection of their personal information for the research project should be informed about:

- why their personal information is being collected
- how their information will be used
- who will have access to the information
- how they can gain access (subject to any exemptions in relevant legislation), to their personal information.

The contact details of a person, whether that is the researcher or the University Privacy Officer, must also be provided to the students at the time at which the personal information is collected.

Confirmed as a true record at SCERH Management Committee (M2/2006) on 30 March 2006.