



# Melbourne University Sport

## Privacy Statement

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In providing services, Melbourne University Sport (MUS) may collect and maintain information related to your health. All staff are committed to the secure management and maintenance of this information according to the Information Privacy Act 2000, the Health Records Act 2001 and the University of Melbourne Privacy Policy.

Copies of these Acts and Policies are available upon request.

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### **Collection And Use Of Personal And Health Information**

In general, we collect personal information when:

1. You first apply to use MUS facilities or services; or
2. You purchase a MUS membership; or
3. You are being considered for selection in a team to compete in an inter-university sporting event; or
4. You are applying for membership of, or a coaching appointment with, a MUSA affiliated sporting club.

Our staff will also collect health information if you intend to use the weight training facilities or personal training service, undergo a fitness assessment, are applying for a paid coaching appointment or if you are being considered for Team Melbourne selection.

This enables us to:

- make or alter appointment arrangements;
- confirm student or staff status at the University of Melbourne;
- assess the risk factors associated with using MUS services;
- design an appropriate exercise program for you;
- effectively handle any medical situations that may arise;
- arrange for the University to make payments to paid coaches.

If, when requested, you choose not to provide information that we consider is important in the provision of services to you, then MUS reserves the right to withdraw or not provide services.

### **Information Obtained From Other Sources.**

In most circumstances, information will only be collected directly from you. However there may be some instances where information is collected by an affiliated club and passed to us.

To ensure appropriate provision of services, personal information may be sought from external sources. This includes information confirming student or staff member status at the University of Melbourne, background demographic data obtained from electronic University records, and information from other universities confirming student or graduate status.

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### **Information Exchanged With Other Entities.**

Information to ensure appropriate provision of services may be exchanged with other entities. This includes:

- health and personal information that may be required by an external provider to address a medical situation for you;
- information to confirm student or staff status for services provided by an independent contractor;

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- in the case of paid coaches, health and personal information required by the Human Resources department of the University for its administration requirements.

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### **Information Used For Other Purposes.**

Your information may be used in the future for the development of a sports alumni. Should you wish to not be involved in the sports alumni, you will be able to advise MUS to this effect.

Service-wide, statistical, non-identifying material may be generated to allow the planning and provision of services.

This material may be utilised by MUS, the Division of the Academic Registrar or other areas of the University of Melbourne for funding, management, planning, monitoring, and improvement or evaluation of services.

Non-identifying aggregated data may also be provided to approved research bodies investigating sport, recreation and health promotion initiatives.

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### **Access To Information**

You have a right to access personal information, subject to some exceptions allowed by law.

If you would like to access your personal information, please discuss this with the person who is providing the service. You will be required to put your request in writing to the University of Melbourne Freedom of Information Officer, and apply via the mechanisms established under the Freedom Of Information Act 1982. Under this Act an application fee is payable.

MUS reserves the right to charge a reasonable fee for searching and providing access to your information or forwarding

this information to you or a person nominated by you.

### **Accuracy Of Information**

MUS will take all reasonable precautions to ensure that the personal and health information that is collected, used and disclosed is accurate, complete and up-to-date. If your personal and health information is inaccurate, incomplete, misleading or not up-to-date you have the right to require that we amend the information, subject to some exceptions allowed by law.

The University of Melbourne will provide a written response in circumstances where there is a decision to deny access or not correct personal and health information.

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### **Storage of Information**

MUS will take reasonable steps to ensure that your information is securely stored to prevent misuse, loss, unauthorised access or disclosure.

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### **Further Information**

Should you require further information about the management of personal information, in the first instance please discuss this with the person providing the service. Alternatively you can contact the Director, Sport and Physical Recreation on (03) 8344 5401.

Privacy queries can also be directed to the University of Melbourne Privacy Officer who has set up a Privacy email hotline for queries at:  
[privacy-officer@unimelb.edu.au](mailto:privacy-officer@unimelb.edu.au)