

## How is information collected?

- Personally identifiable information is only collected when knowingly and voluntarily submitted by individuals.
- Sydney University Sport (SUS) collects personal information in the following situations:
  - Mandatory - personal information required when joining SUS and associated Clubs and Facilities.
  - Voluntarily - provided personal information such as through payroll and mailing lists.

## What do we do with information collected?

- All personal information collected is used only for the purpose for which it was originally collected, unless authorised to be used for another purpose by the individual.
- Personal information will not be disclosed to any third party except with the express consent of the individual, unless SUS is required to disclose information by law.

## Security and access to information

- Access to information is only available to authorised persons and may be accessed by the individual if requested.
- Any information collected is kept up to date and can be amended or updated by an authorised staff member at the request of the individual.
- Information collected is kept in a secure environment and is protected from unauthorised access or improper use.
- Information that is no longer required is removed and destroyed.

## Further Information

For further information you can contact Sydney Uni Sport administration department on (02) 9351 4960 from 9.00am to 5.00pm.

You can also write to Manager, Finance & Administration  
Sydney University Sport  
Sports & Aquatic Centre, G09  
University of Sydney 2006