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ACCESS AND INCLUSION  
CONFIDENTIALITY and PRIVACY STATEMENT FOR STUDENTS

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The privacy of your personal information is important to Murdoch University.

The Access and Inclusion office (AAI) provides confidential and professional support to students enrolled at Murdoch University. AAI maintains records on all clients in keeping with the usual tenets of professional accountability and in line with the University's Record Keeping Policy.

### *Confidentiality*

Information and details regarding your attendance at the Access and Inclusion office and the records maintained will not be disclosed outside the Access and Inclusion office without your consent and subject to the information below.

In accordance with professional responsibilities and/or legislation, we may need to disclose details to other persons within the University or external to the University in the following circumstances:

- We have a reasonable belief that there is a risk to your health or safety or that of another person
- There is a legal requirement to do so
- It is necessary for the University to obtain legal advice.

In some of these circumstances it may not be possible or practicable to seek your consent.

Be aware that information relevant to your supports and well-being may be shared between AAI staff so that we can work together to provide you with the best possible service.

### *Privacy*

Personal information provided by you will only be used for the primary purposes of the AAI Office and will be handled by Murdoch University, in accordance with University's Privacy Policy. Please refer to this policy for more information, including circumstances when disclosure is required by the University and how you can make a complaint if your privacy has been breached.

Note that if you chose not to provide the information we request, we may be unable to provide you with services or respond to your requests for additional support or adjustments.

The University may utilise de-identified information for planning or statistical purposes.

### *Further Information*

Please contact the Team Leader or Accessibility Advisors in the Access and Inclusion office for further information or clarification: Ph +618 9360 6084 or Email: [access@murdoch.edu.au](mailto:access@murdoch.edu.au)