

UNIVERSITY OF MELBOURNE ALUMNI ASSOCIATION AGREEMENT

Thank you for your commitment to the University and its alumni community.

University of Melbourne alumni associations provide alumni all over the world with opportunities to stay in touch with each other and with their University.

Alumni associations also assist the University in many ways: enhancing its global reputation; providing expert advice and guidance; facilitating links with the community; and promoting a lifelong relationship between the University and its alumni.

Much of this invaluable work is done by volunteers, many of whom also juggle demanding careers and family commitments. The University is very grateful for the work of all alumni volunteers.

Alumni associations are separate legal entities to the University, managed by the aforementioned volunteers. Therefore, it is necessary that some aspects of the relationship between an association and the University are clearly documented and agreed upon by both parties.

Please do not hesitate to contact the University should you have any questions or comments or require clarification on the following points in this document. Thank you for your cooperation

Post:
The Advancement Office
University of Melbourne
Victoria 3010
Australia

Email: alumni-office@unimelb.edu.au
Phone: 61 3 8344 1751
Fax: 61 3 9348 0013

Use of the University logo

The University of Melbourne logo is the foremost visual expression of the University of Melbourne brand. The logo is a formally registered trademark of the University of Melbourne. Use of the logo projects a consistent image of the University.

Alumni associations are encouraged to use the University logo, however associations must agree to the following points.

- You follow the Logo Guidelines as outlined in the University of Melbourne Style Guide, as attached;
- You agree that the University of Melbourne logo will not be distributed contrary to the purposes of _____ nor misused, stored, copied or manipulated;

- You will be held responsible for any loss, demand, claim or expense arising as a result of use or misuse of the University of Melbourne logo contrary to this letter and must indemnify the University against any such claim or loss.

Use of the University name

Alumni associations are strongly encouraged to use the University of Melbourne name.

Like the logo, the University of Melbourne name is a key expression of the University's brand. The manner in which the name is used and the actions of groups and individuals who use the University of Melbourne name, all contribute to the ongoing reputation of the University.

Conditions of use

The name: _____ can be used based on the following grounds:

- That you agree that the University of Melbourne name will not be used for purposes other than that of enhancing the relationship between the University of Melbourne and its alumni, and building the relationships between alumni of the University of Melbourne.
- _____ must not act in a manner that will bring the University into disrepute, including financially; and
- That you will be held responsible for any loss, demand, claim or expense arising as a result of use or misuse of the University of Melbourne name contrary to this letter and must indemnify the University against any such claim or loss.

Funding

University of Melbourne alumni associations are largely self-funding. However associations may apply to the University for funding for particular projects and events.

Such funding may be sought by applying to the University of Melbourne Advancement Office. Any association may apply for funds at any time of the year and may apply more than once.

These applications will be assessed on a case by case basis.

If an application is accepted, monies will be made available on the following grounds:

- The association and/or its members will be held responsible for any loss, demand, claim or expense arising as a result of the event, activity or project for which funding has been provided.

Provision of alumni data

The University of Melbourne Advancement Office maintains a database of all University of Melbourne alumni.

The names and qualifications of graduates are publicly available. All other personal information, including date of birth, address and other contact details is protected under the Australian privacy laws.

Upon request, the University will provide an alumni association with the name, mailing address, email address and telephone number (where available) of relevant alumni.

However, given privacy legislation restrictions, the University can only provide data on the following grounds:

- an *Alumni Association Agreement* has been signed by the association;
- an Alumni Association agrees to be bound in the same way and to the same extent as the University is bound under the *Information Privacy Act (Vic) 2000* in respect of personal information about alumni+;
- a Committee member of the association signs a confidentiality agreement accepting full responsibility for safeguarding any information provided and ensuring that it is only used for the purpose for which it was supplied;
- The data is used for a legitimate purpose*;
- The data is not stored in an ongoing manner in a database, but is used for the stated purpose and then deleted;
- It is inefficient or ineffective for the Advancement Office to undertake the contact on behalf of the Association; and
- Any updates or changes to contact details in response to the contact are given to the Advancement Office to be updated in the database.

+Information about the University's privacy policy can be found on the University's website. The *Information Privacy Act (Vic) 2000* can be accessed at :

[http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/a12f6f60fbd56800ca256de500201e54/A318444C40FFD492CA2570CF00042812/\\$FILE/00-98a014.doc](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubLawToday.nsf/a12f6f60fbd56800ca256de500201e54/A318444C40FFD492CA2570CF00042812/$FILE/00-98a014.doc)

*Legitimate uses of alumni data include anything that enhances the relationship between the University and its alumni, an association and alumni, or between alumni. Use of data for personal profit or gain is not legitimate use of alumni data. The legitimacy of the purpose for requesting the alumni data will be judged by the Advancement Office on a case-by-case basis.

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Authorised Officer
The University of Melbourne

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Alumni Association

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