



POLICY DOCUMENT

F2.2 PRIVACY OF PERSONAL INFORMATION RELATING TO STAFF

1 Policy Statement

ACPE will collect, manage, use and disclose personal information in accordance with best practice and use the legislation that applies to public entities as a guide to best practice.

2 Purpose and Scope

- 2.1** To uphold the Information Protection Principles contained in Part 2 of the NSW Privacy and Personal Information Protection Act 1998 (PPIPA) and Privacy Act 1988 (Commonwealth) as amended in the Privacy Amendment (Private Sector) Act 2000, except when qualified by any relevant Codes of Practice, will underpin all matters related to personal information at ACPE.
- 2.2** All staff and functional units of ACPE have an obligation, in their day to day practices, to adhere to and implement the privacy principles and practices expressed in this and other privacy related policies and guidelines enunciated by ACPE.

3 Operational Principles

- 3.1 In collecting personal information relating to staff ACPE will:**
- 3.1.1 only collect information for lawful purposes related to its function;
 - 3.1.2 only collect the information that is necessary and by lawful means;
 - 3.1.3 where possible, only collect personal information that is provided by the individual to whom the information relates, collecting in a way that is not personally intrusive;
 - 3.1.4 where information is provided by someone else, ensure that collection has been authorised by the individual concerned, or by someone who is legally authorised to provide it on their behalf; and
 - 3.1.5 notify the individual concerned that personal information is being collected, either at the time of collection or as soon as practicable afterwards.

3.2 ACPE will declare to individuals from whom information is collected:

- 3.2.1 the purpose for collecting the personal information;
- 3.2.2 whether or not the collection is voluntary and any consequences for not providing it;
- 3.2.1 how the information is to be held and the intended recipients;
- 3.2.2 the name and address of any agency used to collect information on the College's behalf; and
- 3.2.3 how individuals can obtain access to their information, check it for accuracy and completeness, and make application to correct it.

3.3 ACPE will manage personal information responsibly by:

- 3.3.1 taking reasonable steps to ensure that personal information held is relevant to the purpose for which it was collected, accurate, up to date and not misleading;
- 3.3.2 retaining personal information for no longer than necessary; then disposing of it securely in accordance with approved methods;
- 3.3.3 protecting it from loss or unauthorised access, use, disclosure, or misuse; and from unauthorised modification;
- 3.3.4 taking reasonable steps to prevent its disclosure without authorisation by external service providers; and
 - only disclosing personal information outside ACPE where:
 - its disclosure has been consented to by the individual to whom it relates;
 - its disclosure is required by law and requested in an authorised written form;
 - it is reasonably believed to be necessary to prevent or lessen a serious threat to life or health of any person.

4 Procedures

4.1 Nature of personal information that is collected concerning staff

ACPE will collect personal information to create staff records relating to: recruitment, payroll, leave, superannuation, staff promotions, qualifications, job performance, conditions of employment and information required by the Child Protection Prohibited Employment Act 1998; the Australian Taxation Office; DEST under the *Higher Education Funding Act 1988*; and other organisations nominated by the *Social Security Act 1991*.

4.2 Purpose of the information

Information is collected so that the College can administer the above functions, as well as for other lawful purposes identified from time to time in order to fulfil accountability standards and promote the purposes of the College.

4.3 Availability of Information

The above information is available, as appropriate, to members of the senior management of the College, relevant supervisors and/or administrators within the staff member's work unit. Staff with access to personal information are **bound by the College's confidentiality clause in their contracts.**

4.4 Disclosure of personal information

Information may be disclosed outside the College where:

- 4.4.1 its disclosure has been consented to by the individual to whom it relates;
- 4.4.2 its disclosure is required by law and requested in an authorised written form (such as an official request, subpoena or warrant);
- 4.4.3 it is reasonably believed to be necessary to prevent or lessen a serious threat to life or health of any person.

4.5 Storage of the information

Hard copy and electronic files are held on all staff within the Human Resource Department. In addition, limited files sometimes exist within the work area and certain information may be held on other related central College records.

4.6 Access to stored personal information

- 4.6.1 Staff has the right to access, and check for accuracy and completeness, any personal information concerning them held by the College.
- 4.6.2 Staff may request to see their personal files by giving 24 hours' notice to the Operations Manager so that the hard copy file can be accessed and made available.

4.7 Changing stored personal information

- 4.7.1 Individuals should formally advise the Operations Manager, in writing, of any amendments which they consider need to be made to information stored on their files – with appropriate documentary evidence if relevant.
- 4.7.2 The request will be viewed and assessed by the Operations Manager, and approved if appropriate. If the request is not to be approved, the staff member will be advised in writing, with reasons.

4.8 Complaints concerning the handling of personal information

If an individual has a complaint about the conduct of the College or a member of its staff in relation to the collection, storage, use or disclosure of personal information, a written statement of concern should be made to the Dean and Head of College so that an internal review may be undertaken.

5 Policy Administration

5.1 Approval and Review

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Approved By	Dr Brian Nook, Dean and Head of College, ACPE		
Approval Signature		Date	