

# PRIVACY COLLECTION STATEMENT

## For recruitment and employee records

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UOW is committed to ensuring that your personal information, including your health information, is handled by Human Resources (HR) in accordance with the Privacy and Personal Information Protection Act 1998 (NSW), the Health Records and Information Privacy Act 2002 (NSW) and other relevant privacy legislation. Human Resources includes the following units:

- Recruitment
- HR Services
- Workplace Health and Safety
- Professional and Organisational Development Services; and
- Employee Relations

### Collection of personal information

#### *How we collect personal information*

When you apply for a position, or on commencement of employment at UOW, you are asked to supply information to enable the processing of your employment application and for the ongoing maintenance of your employment. Generally this information includes:

- Name
- Address
- Personal contact details
- Date of birth
- Gender
- Citizenship
- Referee details
- Passport and/or Visa details
- Superannuation information
- Disabilities
- Health details
- Previous employment details
- Qualifications
- Salary details
- Bank account details
- Tax file number
- Emergency contact details

Additional personal information will also be collected during the course of your employment to manage your ongoing employment relationship. Examples may include time attendance, leave requests, medical certificates, performance appraisals, etc.

In most circumstances personal information will be collected directly from you. For instance, you provide us with information when you complete employment forms and when you enter data directly into our online employee systems such as Unified and Web Kiosk or during recruitment. At the time information is being collected, you will be advised if there is a legal requirement for you to supply the information, for example if it is required by immigration or tax law.

In some circumstances information about you may be provided by third parties, such as executive search firms or third party recruitment providers. Other people such as previous employers and nominated referees may also provide us with information about you.

#### *Why we collect personal information*

The primary purpose for collecting your personal information is to process your employment application, maintain your employee records and to administer your employment, salary and superannuation.

We may also need to collect your information if we are legally required to do so, such as under the Child Protection (Working with Children) Act 2012 or to check visa status through the Commonwealth's Visa Entitlement Verification Online service.

### Use of personal information

Personal information collected or held by HR will be used for managing processes associated with your employment relationship with the University. These activities may include the following:

- Recruitment, selection and appointment functions
- Payroll processing

- Ongoing human resources management such as;
  - Superannuation administration
  - Workplace health, safety and workers compensation
  - Staff training and development
  - Staff appraisals, probation and promotion

HR may also use personal information in the following circumstances:

- in order to deal with management of grievances or disciplinary procedures
- for the recovery of debts
- for insurance purposes and the management of work-related travel
- to provide details to identify you, for use in other University systems
- for overall University planning or for purposes required by legislation, for example Australian taxation legislation, employment legislation and immigration legislation
- other related HR processes such as reporting on workforce profiles in an aggregate (non-identifying) format and, where required, provide this to external bodies
- in accordance with relevant University policies, Staff Code of Conduct and our staff Enterprise Agreement

### **Storage and security of personal information**

HR will store your personal information in a combination of electronic and paper formats. Our security procedures along with our technological systems provide a rigorous security environment which restricts access to authorised staff only.

### **Disclosure of personal information**

HR will generally only disclose your personal information to third parties if you have authorised us to do so or if we have told you of our requirement to do so. However, from time to time UOW may be required to disclose your information in circumstances such as:

- If required to do so by law. This could be required by subpoenas, court orders, NSW Workers Compensation Commission Orders or Commonwealth government agencies such as Services Australia (Centrelink), Department of Home Affairs, the ATO, Commission for Children and Young People or their equivalents
- If there are reasonable grounds to believe that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual.

In the general course of business, your personal information may be provided to:

- Referees
- Our insurers
- WorkCover NSW or Workers Compensation Commission; and
- Our contractors, suppliers and service providers - e.g. I.T. contractors, travel providers

No personal information about staff will be released to the media by HR without the consent of the individual concerned and consultation with the Media Unit.

### **Accessing and Accuracy of Personal Information**

#### *How you can access your personal information*

You have the right to access your personal information that is held by the University. You are also entitled to request that personal information held about you is accurate and up-to-date, and therefore be amended accordingly. As the accuracy of information held depends largely on the information you provide, we recommend that you:

- advise us immediately if there are any errors in your personal information, and
- keep us up-to-date with changes to your personal information, such as name and contact details.

Employees can request to make changes to, or access their personal information held in their personnel files by contacting the HR Helpdesk, through Unified or by phoning 02 4221 5902

Employees will be required to provide a written signed request if they wish to:

- examine the contents of their personnel file, or
- have any corrections made or additional material added to their file, or

- request copies of certain documents on their file.

Access to personnel files must be carried out in the presence of a HR staff member. Files cannot be removed from HR and documents cannot be removed from the file.

Personal information can also be sought under the Government Information (Public Access) Act 2009. Please visit UOW's Access to Information webpage for further information:  
<http://www.uow.edu.au/about/accessinfo/index.html> Fees may apply.

#### *How to contact us*

Candidates should contact the Recruitment Unit:

Email: [jobs@uow.edu.au](mailto:jobs@uow.edu.au)

Phone: 02 4221 5902

Employees should contact HR through the HR Helpdesk

#### **Complaints**

If you have a grievance about the way your personal information is being managed by UOW, or have a question regarding privacy you should contact UOW's Privacy Officer at:

Email: [privacy-enquiry@uow.edu.au](mailto:privacy-enquiry@uow.edu.au)

Phone: (02) 4221 4368

The University's [Privacy Policy](#) and [Privacy Management Plan](#) provide further information on your rights and responsibilities in the management of personal and health information.