

Staff

Information Privacy Collection Statement

Victoria University's Privacy Policy commits the University to the responsible collection and handling of personal information. This document lets you know how we use your personal information that we have collected as a result of People and Culture forms such as a Banking Authority or Employee Personal Data Record form or entering information into a People and Culture information system such as HR Zone.

Examples of current People and Culture forms can be found at: <http://intranet.vu.edu.au/PC/P&CForms.asp>

Why we collect information

The information we collect about you is for the primary purpose of facilitating your employment and towards this end, we maintain your employee record and administer employee benefits and entitlements, including salary, superannuation and other services. It is necessary for Victoria University to collect this information from you to:

- be able to communicate with you;
- inform you about the range of facilities, services, benefits and opportunities available to staff;
- in the event of an emergency, notify your nominated emergency contact person;
- attend to day to day administrative matters;
- prepare statistical analysis including legal reporting requirements and workforce planning; and
- place your name on the staff electoral roll.

If you choose not to provide us with all the information we ask for, we may not be able to process a particular request or entitlement.

New staff must provide all personal information requested, including citizenship status documentation and a valid working with children check card or evidence of a satisfactory police check, where relevant. Without this the individual cannot be employed.

Information about you that we may hold

Typically, the University may collect and hold personal information which includes your name, date and country of birth, address, tax file number, banking details, superannuation details, qualifications, work status, details of paid outside work /directorships, referee reports and other information.

You will be asked to notify us of any health issue that may affect your work performance when you commence at VU. Health information is also collected in the course of your employment as a result of a reported work related incident or other illnesses and when volunteered as part of the VU Wellness programs.

Disclosure of Information

Victoria University may disclose personal information about you to the following organisations:

- your nominated financial institution;
- your nominated superannuation scheme eg. Unisuper or Vicsuper;
- government departments and authorities including the Australian Taxation Office, the Australian Government Department of Immigration and Border Protection, Commonwealth Department of Industry, Innovation, Science, Research and Tertiary Education and WorkSafe Victoria;
- organisations that provide salary packaging benefits to eligible and participating staff members, for example Custom Fleet, PAR Leasing and *n/c* Pty Ltd;
- organisations that provide the option to deduct fees from your salary (eg. health insurance providers)
- Victoria University's cooperative offshore partners and contracted service providers, if necessary, for secondment or overseas work undertaken;

- contracted service providers which the University uses to perform services on its behalf (such as recruitment agencies, travel agents, banks, mailing houses, logistics and IT service providers;
- the University's legal advisers or other professional advisers and consultants engaged by the University; and
- any other organisation in accordance with the Privacy Policy which can be found at <https://policy.vu.edu.au/view.current.php?id=00166>

How you can access the information we hold about you

Subject to any specific exemptions in relevant legislation, you may access any of your personal information that Victoria University holds about you. You may do this by accessing your personal details through HR Zone or contacting People and Culture department.

If you wish to have access to your personal information, you should apply in writing to the Vice-President People and Culture. You can obtain contact details for the Vice-President People and Culture at <http://intranet.vu.edu.au/PC/AboutUs.asp>

You can also access personal information that the University holds about you through a formal Freedom of Information request. A written FOI request should be made to:

Postal address:

Manager, Records Services and Archives
Ms Kirsten Wright
Victoria University
Office of the Library
Footscray Park Campus
Ballarat Road, Footscray
PO Box 14428
Melbourne
Victoria 8001

Further information on freedom of information requests can be found at <http://www.vu.edu.au/privacy/freedom-of-information-foi>

Accuracy of Information

The University will take reasonable steps to ensure that the personal information it collects, uses and discloses is accurate, complete and up to date. To assist the University in this task and to ensure the quality and accuracy of the information that the University holds, you are encouraged to check and update your information from time to time.

Victoria University's Privacy Officer

The University is committed to protecting and maintaining the privacy, accuracy and security of your personal information. To this end we have a Privacy Officer to oversee the operation of the Privacy Policy at Victoria University and to make decisions regarding privacy related complaints and queries. The Privacy Officer can be contacted at:

Postal address:

The Privacy Officer
Ms Natalina Velardi
Victoria University
Portfolio of the Vice-Chancellor
Footscray Park Campus,
Ballarat Road, Footscray
PO Box 14428
Melbourne
Victoria 8001