

Privacy Policy – Appendix 2

Privacy statement for the collection of staff information

Privacy legislation

(1) VU is subject to the provisions of the [Privacy and Data Collection Act 2014 \(Vic\)](#) and the [Health Records Act 2001 \(Vic\)](#), as well as the University's [Privacy Policy](#) and [Privacy Procedure](#), in its treatment of individuals' information.

What we collect and how

Personal and sensitive information

(2) VU will collect information about you during the course of your employment. This information may include your name, date of birth, address, health information, tax file number, banking details, superannuation details, qualifications, and details of paid outside work.

(3) The information may be collected from several sources. For instance, you provide us with information when you complete employment forms and when you enter data directly into the Employee Web Self Service tool (HR Zone).

Health information

(4) There are numerous instances where your health information may be collected at VU. For example, when lodging a WorkCover claim, personal and health information about you is collected on the claim form and may also be collected during the processing, assessing and management of your claim. Information may also be collected during workplace assessments; through the case management of a health-related issue; through non WorkCover return to work; as a result of an OHS issue or injury; and even when uploading a medical certificate.

Why we collect the information

(5) The primary purpose for collecting the information is to maintain your employee records and to administer your employment, salary, taxation and superannuation.

(6) Your information may also be used in other People & Culture processes related to your employment, such as workforce planning, professional development and training and compliance, regulatory and insurance requirements. Your personal information may be used in an aggregate (non-identifying) form to report on workforce profiles internally, in the annual report, and where required to external bodies (e.g. government departments).

Accuracy, security and storage of information

(7) VU holds information in electronic and paper based records management systems. It takes all reasonable steps to ensure that the information it holds is

accurate and complete and that it is protected from misuse, loss, unauthorized access or disclosure.

Use or disclosure of information

(8) VU will use and disclose information for the purposes for which it was collected. Additional disclosures will only be made if required and/or permitted by law, or with your consent.

(9) The following is a non-exhaustive list of examples where VU may use and disclose your information.

- a. **E-Guide Staff directory:** Workplace contact information (i.e. name, workplace telephone, email address and location) is contained within the University staff directory (e-Guide), which is available to students via the VU IT network.
- b. **Website:** Staff contact information, personal profiles or photographs may be published on the VU website as part of promotional activity. This information must only be published for public access (i.e. not behind a staff log-in) with the knowledge and consent of the individual staff concerned.
- c. **HR Zone and Alesco:** Personal information contained within the Employment Web Self Service online system (HR Zone) and the HR Management system (Alesco) can be accessed by authorized ITS staff for the purpose of managing the system and for providing access to staff who may have mislaid passwords or similar purposes; and by authorized People & Culture staff for the purposes of managing payroll services and maintenance of staff records. Access is limited to staff needing this information to adequately provide these services to staff.
- d. **Research Funding Arrangements:** Sometimes VU enters into research funding arrangements with external bodies that have policies requiring disclosures of individual's information (e.g. the Australian Research Council requires the University to disclose information about individuals where they are alleged to have breached the Australian Code for the Responsible Conduct of Research).

Access to and amendment of your information

(10) You have direct access to your information unless provision of the information will have an unreasonable impact on the privacy of others.

(11) In some limited circumstances, information may not be able to be accessed or disclosed unless it is allowed for under the Freedom of Information Act 1982 (Vic). Further information on the University's Freedom of Information Act processes can be found at the FOI webpage <http://www.VU.edu/privacy/freedom-of-information-foi>.

(12) VU will take reasonable steps to ensure that the information it collects, uses and discloses is accurate, complete and up to date. To assist VU in this task and to ensure the quality and accuracy of the information that VU holds, you must update your information when it changes.

Questions

(13) If you have questions about your privacy rights in relation to the collection of information please contact the University Privacy Officers at privacy.officer@vu.edu.au