



PARSA
ANU postgraduate &
research students'
association

WORONI

Human resources personal information handling practices

Overview

This policy details how the Associations handle employees' personal information.

Scope

This Policy applies across all student Associations.

"Associations" refers to ANUSA, PARSA & ANUSM.

Overview

The Associations keep and handle human resources records to enable us to properly manage our business affairs and the employment of staff.

The purpose of keeping records on candidates for employment (recruitment files) is to allow us to assess the suitability of candidates for employment at the Associations.

Personal information in human resources files

Personnel files

These files hold personal information including:

- employee and emergency contact details,
- employment contracts, and other records relating to terms and conditions of employment,
- proof of Australian citizenship,
- certified copies of academic qualifications,
- records relating to salary, employment benefits and leave,
- medical certificates or health related information supplied by an employee or their medical practitioner,
- taxation details (additional PAYE authorisations),
- banking information necessary to pay salary, and
- information relating to an employee's superannuation fund and contributions.

Recruitment Information

Applications for employment and supporting documents and selection committee reports are held on separate recruitment files.

Training and Development (CPD process)

Information relating to employees' training and development and performance will be held by the President/Editor in Chief.

How the Association(s) collect and hold personal information

The Associations generally collect personal information directly from employees and applicants but may also collect personal information from an employee's supervisors or intermediaries such as recruitment agents and personnel providers.

In rare cases the Association(s) may collect sensitive information without the employee's consent such as where it is necessary to investigate suspected unlawful activity or misconduct of a serious nature within the Association.

Quality of personal information

The Associations maintain and update personal information in its human resources files as necessary, or when the Association(s) are advised that the personal information has changed.

Storage and security of personal information

The Associations take steps to protect the security and confidentiality of personal information they hold. These steps include restricted access and password protection and audit trails for accessing the payroll module of the Associations finance system and physical access restrictions.

Paper based records are held on personnel files stored in a locked container.

Access to and use of Personal Information

The following people may access and use personal information held on human resources files and the HR/Payroll module for the purposes set out above:

- Association Presidents/Editor in Chief
- ANUSA Office Manager (Payroll module)
- PARSA General Manager (Payroll module)
- ANUSA & PARSA Financial Controllers (Payroll module)

Disclosure of personal information

The Associations will generally only disclose human resources personal information to an outside entity if the employee agrees, or if the Association(s) are authorised or required by law.

Accessing and correcting personal information or making a complaint

Employees can access, and ask that the Association(s) correct, the personal information the Association(s) hold about them on the Association(s) human resource files and payroll system, or make a complaint about how the Association(s) have handled the employee's personal information

Other

In the case of any inconsistency between this policy and the Enterprise Agreement, the Enterprise Agreement shall prevail.