

## Prospective Employees and Employees Privacy Policy

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### 1. Purpose

The purpose of this policy is to provide standards for the use and collection of private information from Melbourne Polytechnic's prospective and /or current employees.

### 2. Policy Statement

Melbourne Polytechnic collects information about its employees, students, contractors and other clients that is necessary for the establishment and maintenance of an effective relationship.

### 3. Principles

This policy will adhere to the following principles:

- identify the Institute's obligations for handling personal information
- encourage prospective and all current employees of Melbourne Polytechnic, any independent contractor and any employee of any independent contractor engaged by Melbourne Polytechnic to take a proactive privacy approach
- identify the Institute's obligations for responding to complaints about potential privacy breaches.

### 4. Scope

The policy applies to prospective and all current employees of Melbourne Polytechnic, any independent contractor and any employee of any independent contractor engaged by Melbourne Polytechnic.

### 5. Specific Information

#### Information Collected

Information that Melbourne Polytechnic collects includes, but not limited to:

- Personal and emergency contact details
- Qualifications and work history
- Photographic identification
- Video images
- Working with Children Check or National Police Checks if related to course of employment
- Complaints or misconduct details or information
- Claims for Workers Compensation
- Banking, Superannuation and Tax Declaration details
- Prior service details
- Pre-employment medical
- Other related personal information required for the effective management of Melbourne Polytechnic

## Prospective Employees and Employees Privacy Policy

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### Access to Information Collected

You may at any time seek to inspect your own personal file. You may request that certain information on your file be deleted or altered. Such a request will be considered and either agreed to, agreed to partially or rejected. Reasons will be given in all cases of rejection. Your request will also be added to your file. Requests for access are to be directed to the relevant People and Culture Consultant.

### Disclosure

Disclosure of relevant parts of your personal information will be made to:

- appropriate employees of Melbourne Polytechnic where access to that information is relevant to the employment relationship;
- organisations such as the Victorian WorkCover Authority, Rehabilitation Providers, Superannuation organisations where release of that information is relevant to the proper work of the particular organisation;
- financial organisations nominated by you for the deposit of your salary;
- other organisations nominated by you for other salary deductions;
- Courts or law enforcement agencies as required by a summons, subpoena or other document.
- Educational regulatory bodies such as ASQA and TEQSA for the purpose of qualification and associated classifications.

### Non Disclosure

We will not disclose personal information to organisations such as:

- direct marketing agencies;
- financial institutions seeking information in connection with a loan application etc. (unless prior request and consent is given by the individual). We will provide that information to you as an employee for use as you see fit. We will confirm your employment with Melbourne Polytechnic to financial institutions.

### Security of Information

Melbourne Polytechnic will take all reasonable steps to ensure that information is protected from misuse and loss, unauthorised access, modification or disclosure. All information not required will be destroyed in accordance with Privacy Laws or stored securely as required by record maintenance legislation.

### Complaints

Any complaints about the improper use of personal information are to be made in writing to the Chief Executive Officer.

Chief Executive Officer  
Melbourne Polytechnic  
77-91 St Georges Road  
PRESTON 3072

## Prospective Employees and Employees Privacy Policy

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Complaints can also be lodged with the Office of the Victorian Privacy Commissioner:

Commissioner for Privacy and Data Protection  
PO Box 24014  
MELBOURNE 3001  
Telephone: 1300 666 444  
Email: [privacy@cpdp.vic.gov.au](mailto:privacy@cpdp.vic.gov.au) or [enquiries@cpdp.vic.gov.au](mailto:enquiries@cpdp.vic.gov.au)

### Privacy Officer

The Privacy Officer at Melbourne Polytechnic is the Executive Director People and Culture.

Refer matters in writing to:

Executive Director People and Culture  
Melbourne Polytechnic  
77-91 St Georges Road  
PRESTON 3072

## 6. Definitions

Health Information: information or an opinion about:

- the health or a disability (at any time) of an individual; or
- an individual's expressed wishes about the future provision of health services to him or her; or
- a health service provided, or to be provided, to an individual;

Personal Information: information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identifiable. Common examples are an individual's name, signature, address, telephone number, date of birth, medical records, bank account details and commentary or opinion about a person.

Sensitive information: information or an opinion about an individual's:

- racial or ethnic origin;
- political opinions;
- membership of a political association;
- religious beliefs or affiliations;
- philosophical beliefs;
- membership of a professional or trade association;
- membership of a trade union;
- sexual preferences or practices; or
- criminal record.

## Prospective Employees and Employees Privacy Policy

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### 7. Responsibility and Accountability

Task	Responsibility	Notes
In some circumstances, in particular where the volume of information requested by an employee is substantial or extends beyond their personal information, Melbourne Polytechnic may require the employee to submit a request in the form of an application under the Freedom of Information Act.	Employee	
The Chief Executive Officer will arrange for any complaints raised to be fully investigated and will respond within 30 working days of the complaint being lodged.	Chief Executive Officer	

### 8. Supporting Documents and Templates

#### Melbourne Polytechnic Policies and Procedures

- [Melbourne Polytechnic Code of Conduct Policy](#)
- [Information Management Policy](#)

#### Legislation

- [Freedom of Information Act 1982 \(Vic\)](#)
- [Health Records Act 2001\(Vic\)](#)
- [Privacy Act 1988](#)
- [Victorian Public Sector Code of Conduct](#)
- [Privacy and Data Protection Act 2014\(Vic\)](#)

## Prospective Employees and Employees Privacy Policy

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### 9. Policy Control

<b>Approving authority</b>	<i>Melbourne Polytechnic Executive</i>
<b>Date approved</b>	<i>3 April 2018</i>
<b>Date effective</b>	<i>3 April 2018</i>

<b>Policy owner</b>	<i>Joanna Brown, Executive Director, People and Culture</i>
<b>Policy adviser</b>	<i>Michelle Veleski, Manager, Human Resources</i>
<b>Policy category</b>	<i>People and Culture</i>
<b>Edition</b>	<i>5</i>
<b>Review date</b>	<i>June 2019</i>

### 10. Version History

<b>Edition</b>	<b>Approved by</b>	<b>Approval Date</b>	<b>Summary of changes/Notes</b>
5	Melbourne Polytechnic Executive	3/04/2018	<i>Prospective Employees and Employees Privacy Policy, updated to new template.</i>
4	Joanna Brown, Head, People & Culture	15/06/2016	<i>Prospective Employees and Employees Privacy Statement - A/PN/G/7/075A, updated. Change to logo and the inclusion of security of information.</i>
3	Frances Coppelillo, Deputy CEO and Head of Programs	17/07/2015	<i>Prospective Employees and Employees Privacy Statement - A/PN/G/7/075A, updated. Amend Commissioner for Privacy and Data Protection contact details.</i>
2	Brian Motz, Head, Shared Services and Operations	17/11/2014	<i>Prospective Employees and Employees Privacy Statement - A/PN/G/7/075A. This document has been updated with the most current information including the re-branding and complaints contact details.</i>
1	Peter Christie, Director, Corporate Services	10/02/2011	<i>Prospective Employees and Employees Privacy Statement - A/PN/G/7/075A, updated. Changing Doc ID to A/PN/G/7/075A from A/PN/D/7/075A. Item number 6 - E-mail has been removed. Item 7 - Privacy Officer: Director Corporate Services.</i>