

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. SCOPE

This policy covers prospective and current employees and contractors of Melbourne Polytechnic.

3. 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
- Other related personal information required for the effective management of Melbourne Polytechnic

4. PURPOSE OF COLLECTING INFORMATION

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

5. 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.

In some circumstances, in particular where the volume of information you have requested is substantial or extends beyond your personal information, Melbourne Polytechnic may require that you submit your request in the form of an application under the Freedom of Information Act.

6. DISCLOSURE

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

- (a) appropriate employees of Melbourne Polytechnic where access to that information

is relevant to the employment relationship;

- (b) 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;
- (c) financial organisations nominated by you for the deposit of your salary;
- (d) other organisations nominated by you for other salary deductions;
- (e) courts or law enforcement agencies as required by a summons, subpoena or other document.

7. NON-DISCLOSURE

We will not disclose personal information to organisations such as:

- (a) direct marketing agencies;
- (b) financial institutions seeking information in connection with a loan application etc. We will provide that information to you as an employee for use as you see fit. We will, however, confirm your employment with Melbourne Polytechnic to financial institutions.

8. 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.

9. COMPLAINTS

Any complaints about the improper use of personal information are to be made in writing to the Chief Executive Officer. The Chief Executive Officer will arrange for the matter to be fully investigated and will respond within 30 working days of the complaint being lodged.

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

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 or enquiries@cpdp.vic.gov.au

10. PRIVACY OFFICER

The Privacy Officer 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