

# **Privacy Policy**

# **MU Student Union Ltd.**

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## **1. Introduction**

MU Student Union Ltd is committed to respecting the privacy rights of all employees, contactors, customers and visitors at all times and to managing and protecting personal data in a confidential and professional manner. Not only is the protection of one's personal information and privacy the right thing to do, it is also a fundamental human right. Through employment relationships and business related activities, MU Student Union Ltd collects, maintains and uses personal information about individuals. The following privacy policy details the manner in which MU Student Union Ltd protects the personal information of all employees along with the personal information of others gained from business activities.

### **1.1 Purpose**

The MU Student Union Ltd Privacy Policy details the principles that must be followed in order to comply with the Australian National Privacy Principles as set forth in the Privacy Act (1988), Information Privacy Act (2000) and the Health Records Act (2001).

### **1.2 Scope**

The MU Student Union Ltd Privacy Policy applies to all personal data about all current and former employees, job applicants, beneficiaries and dependents that is collected, maintained or used by any team, business unit or client of MU Student Union Ltd as part of the employment relationship and employment related activities. The policy also applies to MU Student Union Ltd's contractors and suppliers in their handling and processing of personal data about individuals on behalf of MU Student Union Ltd.

## **2. What does MU Student Union Ltd expect of its employees?**

MU Student Union Ltd expects all employees to manage personal data in a confidential and professional manner. Employees should always comply with applicable data protection laws or regulations, in particular the Australian National Privacy Principles as set forth in the Privacy Act (1988), Information Privacy Act (2000) and the Health Records Act (2001). Managers and Supervisors should ensure that they and their direct reports with access to personal data have proper authorisation and a clear business need to work with the information.

### **3. Employment-related personal data**

“Personal data” refers to data about an individual that can be used to identify that person. Examples of personal data include:

- The terms and conditions or contract of an employee;
- The employee’s personal contact details;
- The employee’s performance reviews;
- The employee’s leave history (annual, sick, long service etc);
- Pre-employment records

#### **3.1 In what circumstances does MU Student Union Ltd use and collect my personal data?**

MU Student Union Ltd collects and uses the personal data it collects from an individual only in a reasonable and lawful manner and in accordance with the Information Privacy Principles of the Information Privacy Act 2000. In addition to this, MU Student Union Ltd will only collect and use such personal data for relevant, appropriate and customary business purposes and / or with the consent of the individual concerned.

The collection and use of personal data in an employment context is essential to the smooth operation of MU Student Union Ltd’s business functions. Some examples of circumstances in which MU Student Union Ltd collects and uses personal data include the following:

- Recruitment (Potential, current and former employees)
- Administration of remuneration and benefits
- Payroll
- Training and development
- Performance management

In addition to the aforementioned examples, MU Student Union Ltd may also collect and use personal data in order to protect the company, or the general public against injury, theft, legal liability, fraud or abuse. MU Student Union Ltd will not collect or use personal data for purposes that are not relevant, appropriate or customary for employment related decisions.

### **3.2 How does MU Student Union Ltd handle and collect employment related data?**

MU Student Union Ltd respects the privacy rights of all employees by limiting the collection of, access to and use of employment related personal data. MU Student Union Ltd employees will only be given access to personal data when there is a relevant business need for doing so. In accordance with the Information Privacy Principles of the Information Privacy Act 2000, all personal data will be handled in a secure, confidential and lawful manner.

To the extent that is practical and appropriate, MU Student Union Ltd collects personal data directly from the individual. In those cases in which it is necessary to collect personal data from other parties, MU Student Union Ltd only uses sources that it believes to be reputable and takes measure to ensure that the privacy interests of individuals are respected.

The following are examples of when MU Student Union Ltd may seek information from third parties:

- Reference and background checks regarding job applicants;
- Investigations of possible employee misconduct or the need for disciplinary procedures;
- Locating former employees and beneficiaries for the purpose of administering superannuation and / or other benefit plans.

### **3.3 Will employees be notified when MU Student Union Ltd collects personal data?**

MU Student Union Ltd informs individuals from whom personal data is collected of the type of data collected, the purposes for the collection of the data, the type of parties to whom the data will be disclosed to. Additionally, in accordance with the Information Privacy Principles of the Information Privacy Act 2000, MU Student Union Ltd also advises the privacy and information safeguards it employs, including the employee's or individual's right to access, amend and / or correct their personal data.

MU Student Union Ltd will provide employees and individuals with notice either before or at the time of personal data collection. The MU Student Union Ltd Privacy Policy is also made available over the intranet, in recruitment literature and upon request of job applicants, employees, contractors, former employees, beneficiaries and dependents.

### **3.4 What if I am concerned about the use of my personal data?**

The right to object to the collection, use and disclosure of personal data is a right afforded to all individuals from whom MU Student Union Ltd collect this information. MU Student Union Ltd will make reasonable accommodations when an individual raises such an objection or concern. In addition, where consent is required by law or contract for the collection, use or disclosure of personal data, MU Student Union Ltd must request such consent and respect the individual's choice in such matters.

Under no circumstances will a job applicant, employee or former employee be subject to any form of disciplinary or other adverse action for objecting to the collection, use or disclosure of the individual's personal data. They will however be informed that their failure to supply the required information may render them ineligible for any benefit or position for which the information is necessary. For example, an unwillingness to provide certain information may make an employee ineligible for certain benefits or

positions. Additionally, refusal of a job applicant to provide a telephone number for contact purposes may disadvantage the applicant in the recruitment and hiring process.

There are instances where consent may not be sought prior to collecting, using or disclosing personal data. These include the following:

- Investigation of possible wrongdoing;
- Emergency situations;
- Where required by law or legal process.

### **3.5 Can employees access their personal data?**

In accordance with the Information Privacy Principles of the Information Privacy Act 2000 all MU Student Union Ltd employees have the right to examine personal data that the company maintains about them. This includes the right to challenge the accuracy and completeness of the information and to have it amended as appropriate.

Upon request, individuals will be given reasonable access to the personal data that MU Student Union Ltd holds about them. Reasonable access applies to both the process of accessing personal data and the data to be accessed. In regards to the process of accessing personal data, requests should be made during normal business hours, following standard procedures. Reasonable access also means that the frequency of access requests is not excessive.

If notified that personal data maintained by MU Student Union Ltd is incorrect, MU Student Union Ltd will either correct the information or direct the individual concerned to the source of the information for correction. If upon review, MU Student Union Ltd believes that the existing information is correct, it will inform the concerned individual accordingly. If the individual continues to dispute the accuracy of the information, the dispute will be noted in the individual's personnel record.

Access to personal data is generally limited to information that is used to identify the individual seeking access. It does not include all information that MU Student Union Ltd maintains about that individual. For example, MU Student Union Ltd will grant an individual access to their performance review forms upon request however information pertaining to succession planning relates to more than one individual and therefore cannot be shared. In addition to this example, the following exceptions to the access and correction rights of individuals are also in place:

- Confidential or proprietary information;
- Situations in which granting access might have to be balanced against the privacy interests of others;
- When the information requested is related to an ongoing investigation of the individual;
- Litigation or potential litigation involving MU Student Union Ltd or its clients.

### **3.6 Are my personal activities at work protected?**

MU Student Union Ltd's commitment to respecting the privacy rights of all employees is not a license to engage in inappropriate personal activities at work. MU Student Union Ltd PCs for example, are intended for official use only. MU Student Union Ltd has the right, subject to applicable law (refer to Section 1.1), to access all company workplaces and review communications, records and information created at work or with MU Student Union Ltd resources.

- Pre-employment records.

## **4 Disclosure, Protection and Accuracy**

### **4.1 Does MU Student Union Ltd disclose personal data?**

In accordance with the Information Privacy Principles of the Information Privacy Act 2000, MU Student Union Ltd places the utmost importance on protecting the confidentiality of personal data and seeks the cooperation of all employees in furthering this goal.

It is MU Student Union Ltd policy to restrict the access to personal data given to employees and contractors to those specific data fields which they have a business need to know, and are authorised to access. As part of normal business operations, MU Student Union Ltd hires third party agents and contractors to carry out certain employment-related functions (e.g.: External Payroll, Superannuation, etc). In all cases, MU Student Union Ltd binds all third parties to observe MU Student Union Ltd's Privacy Policy, and restricts the use and retention of the information to the purposes and timeframe of such outsourcing.

In addition, under certain exceptional circumstances, MU Student Union Ltd may, where permitted by law, disclose personal data without requesting consent or providing an opportunity to object to such processing. Such exceptional circumstances include (but are not limited to) the following:

- When required by law or legal process;
- Investigation of possible wrongdoing;
- Emergency situations;
- Causes of business necessity (in which the disclosure of personal information is vital to MU Student Union Ltd business interests).

### **4.2 How does MU Student Union Ltd keep personal data accurate and up to date?**

MU Student Union Ltd uses all reasonable means to keep personal data accurate, complete and up to date. All employees have a responsibility to assist MU Student Union Ltd in keeping the information it maintains about them accurate, complete and current. When a change in personal data occurs, it is the employee's responsibility to notify the HR Department as soon as possible.

### **4.3 How does MU Student Union Ltd protect personal data?**

Under the Information Privacy Principles of the Information Privacy Act 2000, MU Student Union Ltd uses appropriate administrative, technical and physical measures to comply with legal requirements in order to safeguard personal data against loss, theft, and unauthorised access, use or modification. For example, MU Student Union Ltd limits access to employee personnel files and databases that contact personal data. Employees are required to have a business need to work with the information.

### **4.4. How long does MU Student Union Ltd retain personal data?**

Personal data is retained only as long as needed to meet the purposes for which it was collected or as required by contract, law or document retention requirements. MU Student Union Ltd uses reasonable procedures to ensure that personal data that is not required for the ongoing administration of the employment relationship is archived or destroyed.

## **5. Policy Compliance**

MU Student Union Ltd is committed to ensuring compliance with this policy at all times. Suspected breaches or violations of the Privacy Policy are treated seriously.

### **5.1 Reporting suspected misconduct**

Any employee who fails to comply with MU Student Union Ltd's Privacy Policy may be subject to disciplinary action, which may include termination which be handled in line with the 2005 Enterprise Agreement. Any suspected breach or violation of policy must be reported immediately to any of the following people:

- Your Supervisor/Manager;
- The Human Resources department.

The employee or individual making a privacy complaint and the person whose privacy has allegedly been breached will be informed of any action taken as a result of the complaint.

### **More information?**

For any questions, queries or concerns regarding the Privacy Policy and MU Student Union Ltd's maintenance of personal data, please contact MU Student Union Ltd's Human Resources Manager.