



Staff Privacy Statement

(1) University of Tasmania is committed to the responsible collection and handling of personal information. This Staff Privacy Statement informs you about the personal information we collect from applicants for employment or appointment, and persons employed by us or appointed into another type of position, and how this information is used. Further information about our personal information handling practices are found in our [Privacy Policy](#), which must comply with the *Personal Information Protection Act 2004 (Tas)*, and (where applicable) the *Privacy Act 1988 (Cth)*.

Why we collect personal information and how we collect it

(2) The primary purpose for collecting the information is to assess your application for employment or appointment at the University of Tasmania and, if your application is successful, to administer and manage your employment or appointment. We also use your personal information to include you in activities, services and events incidental to employment or appointment and made available to staff and appointees of the University of Tasmania.

(3) We will collect information including your name, date of birth, address, tax file number, banking details, superannuation details, qualifications, performance appraisals, details of paid outside work/directorships, referee reports and other similar information. We will also collect health information as part of the University's monitoring and management of staff and appointee safety and wellbeing. This may include your medical and vaccination history where relevant to the duties of the employment/appointment. Health information is assessed and stored by the Occupational Health and Safety Unit within Human Resources.

(4) While we usually collect personal information from you directly, including via the My HR system. We may also collect personal information about you from third parties where this is to be reasonably expected or with your consent. This may include to verify your education and employment history including with your nominated referees, and your residency status and right to work in Australia.

(5) We will not collect sensitive information about you (as defined in the *Personal Information Protection Act 2004 (Tas)*), such as religious, political or sexual preference, unless:

- a. you consent to the collection; or
- b. the collection of the information is required or authorised by or under an Australian law.

(6) If you do not provide the information we request, we may not be able to assess your application for employment/appointment or offer you employment/appointment.

What we do with personal information

(7) We will use your personal information to:

- a. manage our application and appointment processes, including to verify information you provide;

- b. manage and administer your employment/appointment, including but not limited to (as applicable) salary, superannuation, leave and other entitlements, safety and wellbeing, performance appraisal, promotion and transfer;
- d. communicate with government agencies, such as in connection with (where applicable) authorities administering work visas and Centrelink or other government benefits;
- e. communicate with you about your employment/appointment and activities, services and opportunities available to University of Tasmania staff and appointees, including promotions, transfer, travel, health and wellbeing, residential services, parking etc;
- f. include you in our staff alumni program;
- g. facilitate assistance to you in the event of a critical incident or emergency;
- h. facilitate our internal workforce planning and analysis, benchmarking and quality assurance;
- i. fulfil legislative obligations, including government reporting requirements.

(8) To fulfil these functions, we may disclose personal information about you, to the extent this is reasonably necessary, to:

- a. our contracted services providers, such as mailing houses, logistics, banks, IT providers, insurers, travel providers, lawyers, consultants and other professional advisors;
- b. professional registration bodies;
- c. in the event of a critical incident or emergency, police, medical and other emergency services personnel, your nominated emergency contact or other person necessary to respond to the situation;
- d. external research funding bodies and partners, to fulfil research reporting requirements;
- e. government bodies such as Centrelink, the Australian Taxation Office, the Department of Home Affairs, the State and Federal Department of Education and Training, the Department of Industry, Innovation and Science, and the Department of Immigration and Border Protection.

Accuracy, amendment and access to personal information

(9) We take reasonable steps to ensure that the information we collect, use and disclose is accurate, complete and up to date. To ensure the quality and accuracy of the information that we hold, we expect you to update your information when your personal and enrolment details change.

(10) We hold information in electronic and paper-based records management systems. We take all reasonable steps to ensure that the information we hold is protected from misuse, loss, unauthorized access or disclosure.

(11) You can request access to the information we hold about you by contacting human.resources@utas.edu.au.

(12) In some circumstances, information may not be able be accessed or disclosed unless it is required under the *Right to Information Act 2009 (Tas)*. Further information on the University's [Right to Information process](#)

(13) We will retain your personal information in accordance with our [Records Management Guidelines](#) . Information collected from applicants for employment/appointment whose application

is not successful is not used for any other purpose without your consent and is securely destroyed ordinarily after a period as prescribed by the Records Management Guidelines.

Staff Identification Number

(14) We manage your employment/appointment by reference to your Staff Identification Number. It is your responsibility to keep your Staff Identification Number private and not disclose it to any other person except as authorised our procedures.

Automated decision making

(15) From time to time, we use personal information to make automated decisions, including decisions based on a personal profile.

Staff/appointees from the European Union

(16) Where you are a person residing in the European Economic Region, you may seek from us information about:

- a. your right to restrict processing of your personal information or object to such processing;
- b. your right to lodge a complaint with a supervisory authority in your home country; and
- c. if personal information was collected from a source other than you, any available information about that source; and
- d. the safeguards provided if we transfer your personal information to a third country or an international organisation;
- e. the right to request erasure of your personal information if:
 - it is no longer necessary to retain your personal information;
 - you withdraw the consent which formed the basis of your personal information processing;
 - you object to the processing of your personal information and there are no overriding legitimate grounds for such processing;
 - the personal information was processed unlawfully;
- f. the right to request restricted processing if:
 - you contest the accuracy of your personal information and we are verifying the accuracy of the data;
 - your personal information has been unlawfully processed and you oppose erasure and request restriction instead;
 - we no longer need the personal information but you request us keep it in order to establish, exercise or defend a legal claim; or
 - you have objected to the processing of your personal information;
- g. the right to object to processing if it is for:
 - direct marketing purposes; or
 - the legitimate interests of us;
- h. the right to data portability which allows you to receive your personal information provided to us in a structured, commonly used and machine readable format;
- i. the right to withdraw consent at any time, where processing was on the basis of consent; and
- j. the right to lodge a complaint with a supervisory authority in your home country.

Questions

(17) If you have questions about the information in this Staff Privacy Statement or have any concerns about how your personal information is being handled by us, please contact legal.office@utas.edu.au.