



Staff Privacy Notice

INTRODUCTION

This notice explains how the University of New England (UNE) collects, uses, and manages your personal information throughout your employment journey. It covers information relating to employees, casual staff, contractors, and volunteers.

This privacy notice explains how UNE collects, uses, stores, and discloses your personal information in compliance with the NSW *Privacy and Personal Information Protection Act 1998* (PPIP Act) and *Health Records and Information Privacy Act 2002* (HRIP Act).

TABLE OF CONTENTS

1. Personal information we collect
 2. How we use your personal information
 3. How we handle your information
 4. Who we share your personal information with
 5. Your privacy rights
 6. Privacy Legislation and Policies
 7. Questions or concerns?
-

1. PERSONAL INFORMATION WE COLLECT

We collect your personal information during recruitment, onboarding, and throughout your employment or engagement with UNE. We primarily collect information directly from you, but in some circumstances, information may be provided on your behalf (for example, by referees, background check providers, medical practitioners, previous employers, or government agencies). We may collect information from third parties where you have provided consent, nominated the third party (e.g., referees), or as authorised by law.

Before your onboarding: We conduct background checks for compliance and verification purposes, including identity verification, right-to-work checks, criminal history checks (for applicable roles), Working with Children Checks (for child-related roles), qualification verification, and reference checks. These checks use your information solely to assess your suitability for employment.

During your employment: We continue to collect information regarding your ongoing work, performance, health and safety, and employment circumstances.

CATEGORIES OF PERSONAL INFORMATION WE COLLECT:

Identity & contact details:

- Name, date of birth, address, phone, email, emergency contacts
- Legal basis: Employment contract, *Fair Work Act 2009* (Cth), *Taxation Administration Act 1953* (Cth)

Employment eligibility information:

- Citizenship status, visa information, right-to-work verification outcomes
- Tax file number, superannuation details, bank account details
- Identity verification outcomes (we verify your identity from documents but **do not retain** document copies - see Section 3. We retain only a brief verification outcome record (e.g., 'identity verified on [date] via [document type]')
- Criminal history check outcomes (for applicable roles)
- Working With Children Check verification (for child-related roles)
- Legal basis: *Fair Work Act 2009* (Cth), *Migration Act 1958* (Cth), *Taxation Administration Act 1953* (Cth), *Superannuation Guarantee (Administration) Act 1992* (Cth), *Child Protection (Working with Children) Act 2012* (NSW)

Employment records:

- Role, position description, employment history, qualifications, professional registrations
- Payroll records, leave balances, salary arrangements, and allowances
- Legal basis: Employment contract, UNE Enterprise Agreement, *Fair Work Act 2009* (Cth), *Fair Work Regulations 2009* (Cth)

Performance & development:

- Performance reviews, training records, professional development, probation reviews
- Legal basis: Employment contract, UNE Enterprise Agreement, *Fair Work Act 2009* (Cth), and UNE Code of Conduct.

Workplace health, safety & wellbeing:

- Incident reports, injury records, return-to-work plans, workers' compensation claims*
- Medical certificates, fitness-for-work assessments, reasonable adjustment requests
- Health* information relevant to workplace safety or injury management
- Legal basis: *Work Health and Safety Act 2011* (NSW), *Workers Compensation Act 1987* (NSW), *Disability Discrimination Act 1992* (Cth)

Conduct & grievance records:

- Investigation reports, disciplinary actions, grievance documentation
- Legal basis: Employment contract, UNE Enterprise Agreement, UNE Code of Conduct

Sensitive information (special protections apply):

- Health* information (medical conditions, disabilities, psychological information)
- Union membership status (voluntary, for payroll deductions)
- Legal basis: Your consent OR legal requirement (e.g., *Work Health and Safety Act 2011* (NSW) for injury management). You may refuse to provide sensitive information unless legally required. Refusal may affect our ability to provide reasonable adjustments or process specific requests.
- Aboriginal and/or Torres Strait Islander Status, for recruitment and other exemptions

Optional information:

- Equity monitoring data (ethnicity, disability status, gender identity, LGBTQIA+ status) - always voluntary

* **Health** information (medical conditions, disabilities, psychological information) - is collected and managed in accordance with the Health Records and Information Privacy Act 2002 (NSW)

2. HOW WE USE YOUR PERSONAL INFORMATION

We use your information to manage your employment or engagement with UNE, including:

Recruitment & onboarding:

- Recruitment, selection, appointment, and onboarding processes
- Work rights verification and background checks

Employment management:

- Payroll, superannuation, taxation, insurance, and travel management
- Supporting employment-related requests (e.g., leave applications)
- Access to UNE systems and facilities
- Contacting you or your emergency contact if there are concerns for your welfare or safety

Performance & development:

- Staff appraisals, probation, promotion, and career development
- Training and professional development programs

Health, safety & wellbeing:

- Managing workplace health, safety, risk, and workers' compensation*
- Supporting reasonable adjustments for disability or health* conditions
- Incident investigation and prevention

Conduct & compliance:

- Managing performance, conduct, and disciplinary processes
- Investigating grievances and complaints
- Supporting compliance with legal obligations (e.g., taxation reporting, superannuation guarantee, Fair Work matters, visa monitoring)

Planning & reporting:

- Benchmarking, reporting, quality assurance, planning, and analysis
- Confidential and aggregated reporting to government agencies using de-identified data wherever possible

System security:

- Monitoring user activity to maintain cyber security, respond to threats or incidents, and manage resource utilisation (such as detecting malicious activity, unauthorised access, or security breaches - not routine monitoring of email content or web browsing).

Communication:

- Providing relevant UNE news, opportunities, and services

Artificial Intelligence and Machine Learning:

- UNE may use generative artificial intelligence (AI) and other machine learning tools to support administrative processes, undertake workforce planning and analysis, and improve efficiency. Where these tools are used, your personal information will be handled in accordance with UNE's Privacy Policy and applicable privacy laws. AI tools are used to support, not replace, human decision-making in employment matters. Significant decisions affecting your employment are made by appropriately qualified staff, not automated systems.

Purpose limitation:

- We only use your information for the employment purposes for which we collected it.

We will NOT:

- Sell your personal information
- Use your information for unrelated secondary purposes without your consent (unless legally required)
- Disclose your information for direct marketing purposes

* **Health** information (medical conditions, disabilities, psychological information) - is collected and managed in accordance with the Health Records and Information Privacy Act 2002 (NSW)

3. HOW WE HANDLE YOUR INFORMATION

Storage and records management:

Your employment records are stored securely in UNE's approved records management system in accordance with the *State Records Act 1998* (NSW). We remove duplicate copies from other systems once official records are captured to reduce privacy risks.

Identity document protection: IMPORTANT

We **do not retain** copies of identity documents you provide during recruitment.

After verification, we keep only a brief record of the verification outcome and destroy source documents within 24 hours to 7 days of verification. This protects your privacy by ensuring identity documents are not retained longer than necessary.

For employees in sponsored visa roles, certain employment and immigration documents are retained as required by the *Migration Act 1958* (Cth).

For employees authorised to work in Australia under the conditions of a visa, information relating to this visa will be retained up to 5 years.

Retention and disposal:

We retain your records in accordance with General Retention and Disposal Authority GA28, which sets minimum retention periods based on legal, operational, and historical requirements. After retention periods expire, records are securely destroyed.

Security:

Your information is protected through access controls, system security measures, and staff confidentiality obligations in accordance with UNE's [Information Security Policy](#), [Information Security Rule](#), [Information and Communication Technology Facilities and Services Rule](#), and [Records Management Rule](#).

If you have concerns about your personal information, contact:
peopleandculture@une.edu.au or privacy@une.edu.au.

4. WHO WE SHARE YOUR PERSONAL INFORMATION WITH

4.1 YOUR INFORMATION MAY BE SHARED WITH:

Service providers (bound by privacy and security requirements):

- Background check and verification providers
- Payroll and superannuation providers
- Insurance providers
- IT service providers
- Travel management and booking providers, travel insurance and emergency assistance providers, and visa advisory services, to facilitate approved University business travel

Government agencies and regulators (as required by law):

- NSW agencies: State Archives & Records NSW, NSW Treasury, NSW Public Service Commission, SafeWork NSW, NSW Information and Privacy Commission, icare (Workers Compensation)
- Commonwealth agencies: Australian Taxation Office, Department of Home Affairs, Fair Work Commission, Fair Work Ombudsman, Office of the Children's Guardian

External agencies for reporting and benchmarking:

- Using de-identified and aggregated data wherever possible: Workplace Gender Equality Agency, Australian Bureau of Statistics, university benchmarking organizations

Other organizations (with your consent or as required by law):

- Referees you nominate
- External training providers
- Professional registration bodies (if you request)
- Prospective employers (if you request reference)
- Courts, tribunals, law enforcement (**as legally required**)

4.2 OVERSEAS DISCLOSURE:

Some UNE systems use service providers with infrastructure located overseas. These providers are contractually bound to Australian privacy standards and cannot access your information without authorisation. We do not routinely disclose your personal information to overseas recipients. If we need to disclose information overseas, we will obtain your consent or ensure the recipient is subject to privacy protections substantially similar to NSW privacy law. In accordance with s.19 of the PPIP Act, if we disclose information overseas, we ensure the recipient is contractually bound to handle your information in accordance with the NSW Information Protection Principles.

5. YOUR PRIVACY RIGHTS**Access to your information:**

You have the right to request access to the personal information we hold about you.

How to request: Submit a written request to peopleandculture@une.edu.au or privacy@une.edu.au including your name, contact details, and description of information you want to access. We will respond within 20 working days (may be extended for complex requests).

Access is generally free. We may charge for extensive copying. We may refuse or restrict access in limited circumstances (e.g., to protect another person's privacy, legal privilege, or ongoing investigations). If we refuse, we will explain why and advise you of review rights.

Correction of your information:

You have the right to request correction of inaccurate, incomplete, out-of-date, or misleading information.

How to request: Submit a written request to peopleandculture@une.edu.au specifying what information is incorrect and providing evidence. We will respond within 20 working days. If we agree to correct, we will update the record and notify relevant third parties if appropriate.

Self-service: You can view and update some of your information directly through UNE's employee self-service system, including contact details, emergency contacts, and banking details.

Privacy complaints:

If you believe UNE has mishandled your personal information, you can lodge a complaint.

Contact the Privacy Officer at privacy@une.edu.au. We will investigate and respond to your complaint.

6. PRIVACY LEGISLATION AND POLICIES

UNE must comply with:

NSW privacy laws:

- *Privacy and Personal Information Protection Act 1998* (NSW) - PPIP Act
- *Health Records and Information Privacy Act 2002* (NSW) - HRIP Act
- *State Records Act 1998* (NSW)

Commonwealth privacy laws (limited application):

- *Privacy Act 1988* (Cth) and Australian Privacy Principles (APPs)

Other relevant laws:

NSW:

- *Work Health and Safety Act 2011* (NSW)
- *Workers Compensation Act 1987* (NSW)
- *Child Protection (Working with Children) Act 2012* (NSW)

Commonwealth:

- *Fair Work Act 2009* (Cth) and *Fair Work Regulations 2009* (Cth)
- *Taxation Administration Act 1953* (Cth)
- *Superannuation Guarantee (Administration) Act 1992* (Cth)
- *Disability Discrimination Act 1992* (Cth)
- *Migration Act 1958* (Cth)
- *Workplace Gender Equality Act 2012* (Cth)

UNE policies:

Further information is available in:

- UNE [Privacy Management Rule](#)
- UNE [Records Management Rule](#)
- UNE [Information Security Policy](#)
- UNE [Information and Communication Technology Facilities and Services Rule](#)
- UNE [Data Breach Policy](#)

7. QUESTIONS OR CONCERNS?

Privacy questions, complaints or access request:

- Email: privacy@une.edu.au
- Mail: Privacy Officer, University of New England, Armidale NSW 2351

General People & Culture enquiries and correction requests:

- Email: peopleandculture@une.edu.au

8. IMPORTANT NOTICE

Emergency Contact Information:

You should notify the person you've nominated as your emergency contact that their details have been provided to UNE.

This notice is designed to comply with the Privacy and Personal Information Protection Act 1998 (NSW) and other relevant legislation.