



Australian Government

Office of the Registrar of Indigenous Corporations



## Privacy

<b>Policy</b>	PS-15: Privacy
<b>Relevant legislative provisions</b>	<i>Privacy Act 1988</i> CATSI Act, sections 421-1, 604-5, 604-25 CATSI Regulations, section 54
<b>Last updated</b>	13 January 2020
<b>Other relevant policies</b>	PS-12: Registers and use and disclosure of information held by the Registrar

## Contents

---

1	Purpose.....	3
2	What is ‘personal information’? .....	4
3	What is ‘sensitive information’? .....	4
4	The Australian Privacy Principles.....	4
5	The Registrar’s contractors .....	5
6	Kinds of personal information the Registrar holds.....	5
7	Requirements under the CATSI Act .....	6
8	General privacy enquiries, requests for access to or correction of personal information or complaints .....	7
	Attachment A—Personal information held by ORIC .....	9
	Attachment B—Personnel records.....	17

## PS-15: Privacy

---

### 1 Purpose

- 1.1 The purpose of this policy statement is to inform Aboriginal and Torres Strait Islander corporations, their directors and members, and the general public, about how the Registrar of Aboriginal and Torres Strait Islander Corporations (Registrar) and the Office of the Registrar of Indigenous Corporations (ORIC) collect, store, use and disclose personal information, in accordance with the requirements of the *Privacy Act 1988* (Privacy Act).
- 1.2 The Privacy Act aims to protect the privacy of individuals who have dealings with government agencies. It regulates collection, storage, use and disclosure of ‘personal information’ held by government agencies. ‘Personal information’ is defined in section 6(1) of the Privacy Act and described below.
- 1.3 The Privacy Act includes 13 Australian Privacy Principles (APPs)—for further details on the APPs, see ‘The Australian Privacy Principles’, below. Under APP 1.3, an APP entity (such as ORIC) must have a clearly expressed and up-to-date policy about how it manages personal information. This policy statement constitutes ORIC’s privacy policy.
- 1.4 ORIC is also bound by the Privacy (Australian Government Agencies – Governance) APP Code 2017 (the Code). Under the Code, agencies are required to have a privacy management plan (PMP), which identifies specific measurable privacy goals and targets, and sets out how the agency will meet its APP compliance obligations. ORIC has developed a PMP for these purposes.
- 1.5 ORIC has also developed a notifiable data breach response plan for the purposes of Part IIIC of Privacy Act. This plan identifies where we may be at risk of a breach, how we work to prevent breaches from occurring, and what remedial action we would take in the event of a breach.
- 1.6 In this policy statement, the Registrar sets out the obligations imposed by both the Privacy Act and the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (the CATSI Act).
- 1.7 References to sections in this policy statement are references to sections of the CATSI Act unless otherwise specified. References to corporations in this policy statement are references to Aboriginal and Torres Strait Islander corporations unless otherwise specified. In addition, references in this policy statement to the Registrar are also references to a delegate in ORIC who is lawfully exercising the powers of the Registrar.

## 2 What is ‘personal information’?

- 2.1 The Privacy Act’s wide definition of personal information includes any information or opinion about an individual whose identity is obvious or can reasonably be discovered from that information or opinion.
- 2.2 Examples of personal information include an individual’s address and phone number, records of complaints made about a person or by a person, and file notes of discussions with people who are identified in the file notes.
- 2.3 Information about corporations that does not identify an individual is not ‘personal information’. Corporations do not have privacy rights because they do not fall within the definition of ‘individual’ in the Privacy Act.

## 3 What is ‘sensitive information’?

- 3.1 The Privacy Act also defines ‘sensitive information’ and higher standards apply to the collection and handling of sensitive information of individuals (see APP 3.3). Sensitive information includes information or an opinion about an individual’s racial or ethnic origins, political opinions, religious or philosophical beliefs, criminal record and health, genetic and biometric information.
- 3.2 An example of ORIC’s collection or disclosure of sensitive information is the Indigeneity requirement set out under sections 29-5 and 141-10. The Registrar needs to be satisfied that corporations meet this requirement when applying for registration under the CATSI Act and as long as the corporation is registered under the Act. Corporations are required to lodge the names of current members and whether they are Aboriginal and/or Torres Strait Islander persons.
- 3.3 Under APP 3.3, the Registrar must ensure that ORIC’s collection of such information is directly related to the Registrar’s functions and activities, and that the individual to whom the sensitive information relates has either consented to its collection or that it is required or authorised by an Australian law. (In this instance such collection is required by the CATSI Act). The restrictions on disclosure of personal information as set out in APP 6 also apply to sensitive information.

## 4 The Australian Privacy Principles

- 4.1 The APPs set the minimum standards for government agencies handling personal information. The APPs and what they cover are set out below.

### **Part 1—Consideration of personal information privacy**

- APP 1—Open and transparent management of personal information
- APP 2—Anonymity and pseudonymity

### **Part 2—Collection of personal information**

- APP 3—Collection of solicited personal information
- APP 4—Dealing with unsolicited personal information
- APP 5—Notification of the collection of personal information

### **Part 3—Dealing with personal information**

- APP 6—Use or disclosure of personal information
- APP 7—Direct marketing (this provision does not apply to the Registrar)
- APP 8—Cross-border disclosure of personal information
- APP 9—Adoption, use or disclosure of government related identifiers (this provision does not apply to the Registrar)

### **Part 4—Integrity of personal information**

- APP 10—Quality of personal information
- APP 11—Security of personal information

### **Part 5—Access to, and correction of, personal information**

- APP 12—Access to personal information
- APP 13—Correction of personal information

4.2 In undertaking its functions, ORIC will follow the APPs and be guided by the *Australian Privacy Principles (APP) Guidelines* published by the Office of the Australian Information Commissioner (OAIC).

4.3 The Office of the Australian Information Commissioner has further information about the APPs—see [oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles](http://oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles).

## **5 The Registrar’s contractors**

5.1 The Registrar’s contractors (and subcontractors) must also comply with the APPs. Under the Privacy Act (section 95B), the Registrar contractually requires his/her contractors and subcontractors to comply with the APPs.

## **6 Kinds of personal information the Registrar holds**

6.1 Attachment A sets out the kinds of personal information held in ORIC. This includes details such as the purpose for which it is kept, how, who has access and to whom it might be disclosed.

6.2 ORIC also retains records relating to current and former staff members and employees, including recruitment. Details are set out in attachment B.

6.3 Information about gathering and dissemination practices in relation to the Registrar’s website is outlined in the privacy statement at [oric.gov.au/privacy-statement](http://oric.gov.au/privacy-statement).

## **7 Requirements under the CATSI Act**

7.1 The Registrar must also comply with protected information provisions in the CATSI Act. These provisions prescribe authorised uses and disclosures of ‘protected information’ obtained in connection with the CATSI Act. They also require all reasonable measures to be taken to protect such information from unauthorised use or disclosure.

### **A. Definition of ‘protected information’ in the CATSI Act**

7.2 Protected information is defined in section 604-5. Protected information includes all information that is disclosed to the Registrar’s staff in confidence, in connection with the Registrar’s powers and functions—section 604-5(1).

7.3 Protected information also includes all information either:

- disclosed to, or obtained by, a person or
- included in a document given or produced to a person

where that information was provided for the purposes of the CATSI Act and relates to the affairs of a corporation or a person or entity associated with it—section 604-5(2).

7.4 Information that has been lawfully made public from other sources is not protected information—section 604-5(2).

### **B. Authorised uses and disclosures under the CATSI Act**

7.5 Under APP 6, some uses and disclosures of personal information are excepted from the requirements of the Privacy Act, including where the use or disclosure is required or authorised by or under an Australian law.

7.6 Authorised uses and disclosures of protected information under the CATSI Act includes a use or disclosure that is:

- made for the purposes of the CATSI Act—section 604-25(1)(a)
- required or authorised by a law of the Commonwealth, a state or territory—section 604-25(1)(b)
- made by the Registrar or a delegate of the Registrar while performing a duty or the exercise of a power of the Registrar—section 604-25(2)(b)
- made by a special administrator of an Aboriginal and Torres Strait Islander corporation while performing a function or duty or exercising a power as a special administrator of the corporation—section 604-25(2)(c).

7.7 In some circumstances, the Registrar may share protected information with government agencies and officers specified in section 604-25 and section 54 of the Corporations (Aboriginal and Torres Strait Islander) Regulations 2017.

### **C. Access to statutory registers required under the CATSI Act**

- 7.8 The CATSI Act specifies that certain information provided by corporations must be made available on the Register of Aboriginal and Torres Strait Islander Corporations or the Register of Disqualified Officers (the public registers).
- 7.9 Any person may inspect any document lodged with the Registrar (except an exempt document) and inspect or search the public registers for prescribed information. This right is not restricted and is available to overseas persons.
- 7.10 Information on the public registers includes the names of contact persons/ secretaries, members and directors. The CATSI Act authorises disclosure of this personal information and is therefore an exception to the protections that might otherwise apply to personal information under the Privacy Act.
- 7.11 The Registrar has the power to deny access to personal information in documents on the public registers—section 421-1(1A). Usually, a person must formally ask the Registrar to remove personal information from these documents.

### **D. Registrar’s policy—protected information under the CATSI Act**

- 7.12 Guidance on protected information under the CATSI Act and on the removal of personal information from the public registers is provided in ‘PS-12: Registers and use and disclosure of information held by the Registrar’.

## **8 General privacy enquiries, requests for access to or correction of personal information or complaints**

- 8.1 ORIC’s privacy officer (PO) is the first point of contact for privacy issues within the Registrar’s office.
- 8.2 ORIC’s PO should be contacted in relation to all privacy related matters, including general enquiries, questions about ORIC’s privacy policy and privacy management plan, requests for access to, or correction of, personal information, and complaints of any alleged breaches of the Privacy Act.
- 8.3 The Registrar’s PO can be contacted as follows:

Post	PO Box 29, Woden ACT 2606
Email	info@oric.gov.au
Telephone	freecall number 1800 622 431 (not free from mobiles)
Fax	(02) 6133 8080

- 8.4 In undertaking these functions, the PO will be guided by the OAIC’s *Australian Privacy Principles (APP) Guidelines*.

- 8.5 The PO will investigate all privacy-related complaints and determine whether the APPs have been breached and what steps must be taken to address the concerns of the individual making the complaint. Any suspected or detected data breaches will be dealt with in accordance with ORIC's data breach response plan as required under Part IIIC of the Privacy Act.
- 8.6 All complaints will be acknowledged within 14 days of receipt and will be resolved quickly and efficiently.
- 8.7 Complaints about ORIC's handling of personal information may also be made to the OAIC. The OAIC can investigate privacy complaints from individuals about Australian, ACT and Norfolk Island government agencies, as well as private sector organisations covered by the Privacy Act.
- 8.8 Before lodging a complaint with the OAIC, a complainant will generally need to complain directly to ORIC and allow 30 days for a response. If the complainant does not receive a response within the 30-day period, or is dissatisfied with the response, they may then complain to OAIC.

## **END OF POLICY STATEMENT**



# Attachment A—Personal information held by ORIC

## A. ORIC’s contact details

Post PO Box 29, Woden ACT 2606  
Email [info@oric.gov.au](mailto:info@oric.gov.au)  
Telephone 1800 622 431 (not free from mobiles)  
Fax (02) 6133 8080  
Website [oric.gov.au](http://oric.gov.au)

ORIC also has regional offices in Alice Springs, Broome, Brisbane, Cairns, Coffs Harbour, Darwin and Perth. Contact details for these regional offices are published on ORIC’s website.

## B. Storage of personal information

B.1 ORIC stores personal information in electronic systems and paper files. Electronic records are protected by IT access systems, and paper files are stored in locked cabinets and premises with physical access restrictions

B.2 Individuals can obtain information regarding access to personal information in any class of records (except personnel records) by contacting ORIC’s PO on 1800 622 431 (not free from mobiles) or via [info@oric.gov.au](mailto:info@oric.gov.au).

## C. Personnel records

C.1 Personnel records for staff of ORIC are held by the Department of the Prime Minister and Cabinet. See attachment B for a generic description of those records.

## D. Operational records

D.1 Operational records enable the Registrar to administer the CATSI Act, to maintain the statutory registers and to assist and regulate corporations registered under the CATSI Act.

D.2 Operational records may include:

- corporation name and Indigenous corporation number (ICN)
- public and non-public documents relating to the operations of the corporation
- contact details of the officers and members of the corporation
- details of complaints or enquiries relating to the corporation
- documents relating to dispute management services provided to corporations by ORIC
- documents relating to the examination of corporations
- documents regarding special administration and other forms of external administration of the corporation, and
- documents relating to handling of property from deregistered corporations.

- D.3 The personal information in ORIC's operational records includes contact details of corporation officers and members, and details of any complaints or enquiries in regard to people that are part of or associated with the corporation.
- D.4 Operational records relate to an unknown number of individuals and are kept in electronic form in the Register of Aboriginal and Torres Strait Islander Corporations, records management systems, and (in some cases) on paper files.
- D.5 Most operational records are kept in the Register of Aboriginal and Torres Strait Islander Corporations, to which the following agency staff have access: all ORIC staff, ORIC contractors as required, and agency IT systems developers and support.
- D.6 The personal information contained in these records may be disclosed to external administrators and examiners appointed under the CATSI Act, and staff from other Commonwealth, state and territory agencies and other prescribed bodies. This information is not usually disclosed to other persons or organisations, other than required by law, for example in compliance with a subpoena. Protected information may only be disclosed through authorised use or disclosure under Part 15-2 of the CATSI Act.
- D.7 Many of these records are also published on the Public Register of Aboriginal and Torres Strait Islander Corporations, which can be accessed via the ORIC website. Anyone may access the public register, including people located overseas.

## **E. Records of paper and electronic correspondence**

- E.1 ORIC maintains an electronic register of incoming paper and electronic mail. Since July 2008, this register has been kept within the Register of Aboriginal and Torres Strait Islander Corporations. Its content may include but is not limited to: name, address and description of correspondence, as well as the content of the correspondence.
- E.2 The personal information in these records concerns an unknown number of individuals. All staff within ORIC have access to it. Personal information is not released unless authorised by law or the affected individual provides consent.

## **F. Records of training administration**

- F.1 The personal information on these records relates to current and former directors, contact persons/secretaries, members and associates of Aboriginal and Torres Strait Islander corporations.
- F.2 ORIC delivers training to around 1000 individuals every year, and many more people apply than ultimately attend. Therefore, records of training activities relate to an ever-increasing number of individuals. Our yearbooks, which are published online, note the precise number of individual trainees each year.
- F.3 The following agency staff have access to this information: all ORIC staff as well as IT systems developers and support staff.
- F.4 Personal information is not released unless authorised by law or the affected individual provides consent. With the consent of the person, the personal

information contained in these records may be disclosed to training providers conducting ORIC's training programs and educational institutions such as TAFE.

### **Applications to participate in training**

- F.5 Applications to participate in governance training are collected through the web content management system and stored in records management systems.
- F.6 Personal information in applications may include but is not limited to: name, address, telephone number, date of birth, gender, Indigeneity, next of kin, prior training, as well as health and mobility issues.

### **Records of participation in training**

- F.7 Records of training attendance are kept in electronic format in the Register of Aboriginal and Torres Strait Islander Corporations, and records management systems.
- F.8 Personal information in training attendance records may include but is not limited to: name, address, telephone number, date of birth, gender, Indigeneity, education and whether the registered participant attended in full, in part or not at all.

## **G. Records of consultants and contractors**

- G.1 ORIC holds personal information regarding members of former and current service providers—for example, trainers, examiners, auditors and special administrators.
- G.2 This information includes responses to requests for tender, deeds of standing offer, official orders, contact details, performance evaluations and correspondence.
- G.3 The content of these records may include but is not limited to: name, company name, Australian business number, address, telephone number, occupation, gender, referees, payment details, financial viability checks undertaken during RFT processes and pricing schedules.
- G.4 Historical records are stored on paper and in electronic form. Current records are stored electronically.
- G.5 Personal information is not released unless authorised by law or the affected individual provides consent.
- G.6 Some information may be disclosed to auditors, parliamentary inquiries and Senate estimates committees.

## **H. Publications and communications**

- H.1 For the purpose of print and web publications and email and social media communications, ORIC produces or collects and maintains personal information about corporation officers and members as well as other interested parties.

- H.2 The content of these records may include: name, address and other contact details, photographs of corporation representatives and quotations attributed to them.
- H.3 Mailing lists are either derived from the Register or generated through an online opt-in process. Photographs, quotations and case studies are produced or acquired in consultation with the people and corporations they depict, with their consent.
- H.4 All ORIC staff have access to this information. Where not published, the personal information in these records is not usually disclosed to other persons or organisations, other than as required by law.

## **I. Investigations and prosecutions**

- I.1 ORIC holds personal information regarding the investigation and prosecution of alleged contraventions of the CATSI Act and other laws by individuals and organisations.
- I.2 Content may include but is not limited to: name, alias, address, telephone numbers, fax numbers, email addresses, date and place of birth, Indigeneity, occupation, gender, qualifications, marital status, next of kin, family details, name and addresses of associates, financial information, employment history, property information, and other third-party personal information.
- I.3 Sensitive content may include but is not limited to: details of complainants, nature of the contraventions, criminal intelligence, method of detection, employer/employee relationships and activities, physical or mental health, records of interview (with and about the person), witness statements, opinions on the veracity, intent, strength of evidence and possibility of success in prosecution, criminal history, investigation outcome, communications with the prosecuting authority, and any other type of information obtained during the investigation processes and subsequent actions.
- I.4 The records relate to an unknown number of individuals and are stored on classified paper files and managed using secure records management systems, workspaces and/or standalone electronic devices with restricted access.
- I.5 Authorised ORIC staff in the investigations and prosecutions section have access to this personal information. It may also be disclosed on a 'need to know' basis to the Registrar, ORIC senior managers and selected staff, corporation examiners, special administrators, investigating agencies, police forces, legal advisers, prosecuting authorities and courts.
- I.6 This information is not usually disclosed to other persons or organisations, other than as required or authorised by law.

## **J. Information management files**

- J.1 The Registrar maintains information management files for recording the receipt and processing of requests received under the *Freedom of Information Act 1982* (FOI Act).

- J.2 The content of these records may include: name, gender, address and other contact details, processing information about the applicants and third parties, and information sought under the FOI Act (including information relating to a particular corporation or complaint).
- J.3 The following agency staff have access to this information: the Registrar, legal staff, relevant managers and records management staff.
- J.4 The personal information in these records is not usually disclosed to other persons or organisations, other than as required by law. (Note in certain circumstances the FOI Act requires consultation with third parties about the potential release of documents to the applicant.)

## **K. Legal services files**

- K.1 The Registrar maintains legal services files for the purpose of recording the progress of litigation to which the Registrar is a party.
- K.2 The content of these records may include name, gender, address, date of birth, occupation, and details relating to particular litigation.
- K.3 The following people have access to this information: the Registrar, legal staff, relevant managers, and records management staff.
- K.4 The personal information on these files may be disclosed to the courts, opposing parties in litigation and legal professionals engaged for the purpose of carrying out litigation.

## **L. Legal services—legal advice databases**

- L.1 The purpose of these databases is to maintain an electronic register of legal opinions provided to ORIC by various legal service providers relevant to ORIC's work. One database holds 622 opinions obtained before 1 July 2007 under the former *Aboriginal Councils and Associations Act 1976*. The other database contains approximately several hundred opinions obtained more recently.
- L.2 Content may include but is not limited to: name, address, background details and advice.
- L.3 Sensitive content may include but is not limited to: complaint details, allegations about individuals and details of legal proceedings being taken against individuals, as well as criminal and bankruptcy histories of individuals.
- L.4 The personal information on these records relates to individuals relevant to the advice sought.
- L.5 The following agency staff have access to this information: all staff within ORIC and legal services providers as required.
- L.6 The records in these databases are kept in electronic form.

L.7 The personal information contained in these records is protected by legal professional privilege and unless the Registrar waives this privilege, generally is not shared outside ORIC.

L.8 Personal information is not released unless authorised by law or the affected individual provides consent.

## **M. Complaints resolution files**

M.1 The Registrar maintains files for the purpose of recording and handling complaints made against ORIC either from an individual or organisation, or through the Commonwealth Ombudsman or the Australian Human Rights Commission.

M.2 The content of these records may include names, addresses, occupations, gender and details relating to the particular complaint.

M.3 The following people have access to these files: the Registrar, legal staff, relevant managers and records management staff.

M.4 This information is not usually disclosed to other persons or organisations, other than as required by law.

## **N. Free services for corporations**

### **LawHelp**

N.1 The Registrar maintains files for the purpose of recording and processing applications made by corporations for pro bono legal assistance under its [LawHelp](#) scheme.

N.2 The content of these records may include names, addresses and details relating to the particular application or issue.

N.3 The following people have access to these files: the Registrar, the LawHelp secretariat and its supervisor and records management staff.

N.4 This information may be disclosed to the LawHelp assessment panel and to legal firms providing pro bono legal assistance to a successful applicant. Otherwise this information is not usually disclosed to other persons or organisations, other than as required by law.

### **Corporation job advertisements and recruitment assistance**

N.5 The Registrar maintains files for the purpose of recording and processing:

- applications to display corporation job advertisements on the ORIC website
- applications for assistance with the recruitment of senior staff to Aboriginal and Torres Strait Islander corporations through the [ORIC recruitment assistance program \(ORA\)](#).

N.6 The content of these records may include name, address, email address, telephone number and details relating to the particular application (including contact officers and details of persons who applied for jobs through ORA).

N.7 The following people have access to these files: the Registrar, relevant ORIC managers and staff, and records management staff.

N.8 The advertisement, position description and contact information at the corporation are displayed on the Registrar's website. Otherwise this information is not usually disclosed to other persons or organisations, other than as required by law.

### **Website for independent directors**

N.9 The Registrar maintains an online directory ([director.oric.gov.au](http://director.oric.gov.au)) to match candidates with corporations seeking to appoint an independent director to their board.

N.10 Candidates add their own personal information to the site: their name, contact details, qualifications, experience and interests.

N.11 Corporations may produce their own profile and advertise their own directorships, or they may ask ORIC to produce it on their behalf.

N.12 Access to information on candidates is set by the candidates. They may choose to display it to all users on the Registrar's website or restrict access to corporations by requiring a verification of a connection. It is accessible to ORIC staff responsible for maintaining the website. Restricted information is not usually disclosed to other persons or organisations, other than as required by law.

### **O. Online surveys**

O.1 From time to time the Registrar conducts online surveys to evaluate ORIC's services and to obtain feedback from staff and/or directors, officers, members and employees of corporations who have used these services. Data is collected through third-party online tools and downloaded to ORIC's servers.

O.2 Survey responses are usually anonymous by default; however, respondents are invited to supply contact details to enable follow-up.

O.3 The following agency staff have access to survey records: the Registrar, staff in the communications and research section and records management staff.

O.4 The personal information in the survey records is not usually disclosed to other persons or organisations, other than as required by law.

### **P. Structural adjustment and support program (SASP)**

P.1 The Registrar maintains files for the purpose of the Structural Adjustment and Support Program (SASP) which may contain and process personal information relating to applications by former CDEP organisations for structural adjustment support, application assessments, engagement of service providers to review and report on applicants and professional advice to assist with business planning or restructuring and action plans.

P.2 The content of these records in relation to SASP applicants may include: names, addresses, e-mail addresses, telephone number(s) and other contact

details, details relating to particular SASP applications, application assessments, and details in action plans, reports and advice by service providers.

- P.3 The content of these records in relation to service providers may include: names, addresses, email addresses, telephone number(s) and other contact details, requests for quotes, quotes, quotation evaluation, contracts, purchase orders, correspondence with service providers, details of service providers working on matters and invoices.
- P.4 The following agency staff have access to this information: the Registrar, the Deputy Registrar, staff in the Regulation Section, selected staff in the Regulation and Reporting Branch and record-keeping staff.
- P.5 The personal information in these records is not usually disclosed to other persons or organisations, other than as required by law.
- P.6 The records relate to an unknown number of individuals and are stored electronically in a restricted workspace.



## **Attachment B—Personnel records**

### **Q. Purpose of personnel records**

- Q.1 The purpose of these records is to maintain employment history and payroll and administrative information relating to all permanent, contract and temporary staff members and employees of an agency.

### **R. Personnel and payroll**

- R.1 The records may include any one or more of the following:

- records relating to attendance and overtime
- leave applications and approvals
- medical and dental records
- payroll and pay related records, including banking details
- tax file number declaration forms
- declarations of pecuniary interests
- personal history files
- performance appraisals, etc.
- records relating to personal development and training
- trade, skill and aptitude test records
- completed questionnaires and personnel survey forms
- records relating to removals
- travel documentation
- records relating to personal welfare matters
- contracts and conditions of employment
- equal employment opportunity group designations
- next of kin details
- awards and honours
- security clearance details.

### **S. Recruitment**

- S.1 The records may include any one or more of the following:

- recruitment records and dossiers
- records relating to relocation of staff and removals of personal effects
- records relating to character checks and security clearances.

## **T. Other**

T.1 The records may include any one or more of the following:

- records of accidents and injuries
- compensation case files
- rehabilitation case files
- records relating to counselling and discipline matters, including disciplinary, investigation and action files, legal action files, records of criminal convictions, and any other staff and establishment records as appropriate
- complaints and grievances
- recommendations for honours and awards

## **U. Management of personnel records**

U.1 The following agency staff have access to personnel records: executive and senior personnel management staff, supervisors and members of selection committees (if appropriate), the individual to whom the record relates and, as is appropriate, personnel staff, security officers and case managers.

U.2 All records are managed in accordance with the agency's records disposal authority.

U.3 Information held in personnel records may be disclosed, as appropriate, to: Comcare, Commonwealth Medical Officers, Attorney-General's Department, Australian Public Service Commission, ComSuper and other superannuation administrators, Australian Taxation Office, and the receiving agency following movement or re-engagement of an employee.

U.4 Individuals can obtain information regarding access to their personal information by contacting the personnel section of the employing agency.

U.5 Records relate to all current and former employees of an agency and are stored on paper and in electronic form.