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| ***POLICY AND PROCEDURE – HR001.10***  ***EMPLOYEE PRIVACY*** |

**POLICY STATEMENT**

Community Connectionare committed to the protection of personal privacy. We ensure employee information is collected and stored within compliance requirements. Our commitment to privacy is demonstrated by the organisation adhering to the National Privacy Principles as outlined in the Privacy Act, without exception.

**PROCEDURE**

The information we may hold on each employee, (but not limited to):

* Name;
* Date of Birth;
* Address;
* Career details;
* Reference;
* Tax file number;
* Bank account details,
* Any medical conditions or allergies:
* Emergency contact information;
* Next of kin; and
* Any other details relevant to the position, or the role which has been applied for.

Through the course of applying for a position within the organisation and into the employment phase, applicants will be asked to provide certain personal details. There is no obligation to provide this personal information however, omission of certain details may mean Community Connection are unable to assess the applicant’s suitability for the position which has been applied for.

We will only collect information that is relevant and necessary and will collect the information in an unobtrusive manner directly from the applicant. We will also collect information from referees in the initial hiring phase of employment.

This information will be used to assess the applicant’s suitability to the position, and to determine remuneration. We may also hold information that would enable us to provide appropriate care for the employee, should they fall ill at work, or require emergency treatment. The information will not be used for any purpose other than for what it has been specifically been collected for. We may at times need to share this information with another party as part of your employment, such as a HR Professional or other contracted party engaged directly by the organisation, for the purpose of enrolment in training, Workcover, insurers, medical practitioners, rehabilitation coordinators, banking institutions and government bodies.

Employees will be permitted to access their personnel file, which will hold the personal information Community Connection has collated. We endeavour to always hold accurate, up to date and complete information. Should there be inaccurate information that needs to be updated about the employee’s personal details they are able to have the information corrected. Changes to personal information will only be accepted in writing.

Employee files are kept safely to ensure confidentiality. Should an employee have any complaints about the privacy of their personal information please discuss this with the Lifestyle Coordinator, or another member of the Management Team.

**RESPONSIBILITY FOR IMPLEMENTING POLICY AND PROCEDURE**

All employees.

**RELATED POLICIES, PROCEDURES AND GUIDELINES**

*Human Services Quality Framework*

* Human Services Quality Standard 5 – Feedback, Complaints and Appeals
* Human Services Quality Standard 6 – Human Resources
* SD001.9 – Privacy Principles
* HR001.5 – Employee Grievances
* HR001.22 – Feedback, Complaints and Appeals

**RELATED LEGISLATION**

* National Privacy Principles (2014)
* Information Privacy Act (2009) QLD

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| **DATE OF BOARD ENDORSEMENT** | 06/02/2019 |
| **LAST REVIEW DATE** | 06/02/2019 |
| **NEXT REVIEW DATE** | This policy and procedure will be reviewed on an 18-month basis.  However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy and procedure will be reviewed immediately and amended accordingly. |