

Employee Personal Information

The University collects stores and uses employee personal information so that human resource management functions can be performed. The University is required to maintain employee personal information e.g. employment history, payroll and superannuation information relating to current and former continuing and fixed-term contract (casual and temporary) employees. Employee personal records may relate to:

- Personal details including emergency contacts
- Recruitment and appointment, commencement and cessation
- Payroll and superannuation, including bank details, tax file number, salary packaging and benefits
- Leave and attendance
- Visa documentation as required
- Performance appraisals, probation and promotions, temporary higher duties, redeployment and variations
- Personal development and training records including travel and study assistance
- Health and safety requirements including welfare matters
- Grievances and complaints
- Equity data
- Research outputs and participation in commercial consultancies
- Grants, awards, honours and recognitions
- Accidents and injury including compensation and rehabilitation arrangements
- Access to services like Travel, University Vehicles, Health, Library and Information Technology
- Electoral rolls for elections
- Membership of university committees, and
- Other employee related matters.

For administrative reasons records may be kept in various offices throughout the organisation. The major series of hard print records relating to University employees are the official human resources files managed by Human Resources. There are files on all current members of staff. In addition, the University holds files on the majority of former members of staff. Security arrangements will vary according to the level of sensitivity of the information. Information held in employee records may be disclosed outside the University, as required or authorised to do so by law to do so, for example, to:

- Australian Taxation Office
- UniSuper Ltd or other superannuation companies, and
- Third parties such as banks and insurance companies (name and account numbers only).

Records relating to current and former Employees are stored on paper, microfilm and electronic media. Individuals can obtain information regarding access to their personal information by contacting the Director (Human Resources) or the [Privacy Officer](#) or the [Right to Information Coordinators](#).

Access to University records relating to Employees is generally restricted to executive staff, human resources staff, OHS staff, supervisors, members of selection committees, and to other staff members to the extent necessary to perform their duties. Access will only be provided where the relevant human resources or OHS employee approves a request.

Employee records are retained for various periods according to the relevant Records Retention and Disposal Schedule, as approved by the Queensland State Archivist. Payroll and other employee financial records are maintained and disposed of under the [Financial and Performance Management Standard 2009](#).