

## **PRIVACY STATEMENT – PROSPECTIVE EMPLOYEES & EMPLOYEES**

**SCOPE:** Prospective employees and employees (referred to as “you” in this statement) of Northern Melbourne Institute of TAFE (NMIT).

### **1. Information collected**

NMIT collects personal information about you to:

- (a) consider your application for a position at NMIT;
- (b) consider requests from you in relation to the day to day functioning of the employment relationship. Such requests include, but are not limited to:
  - Leave applications
  - Claims for Workers Compensation
  - Salary related enquiries
  - Change of address
  - Evidence to additional qualifications
  - Superannuation
  - Prior service details
  - Banking details

### **2. Purpose of collecting information**

The purpose of collecting this information is to provide services to you as a prospective employee and to facilitate the employment relationship if you become an employee.

### **3. Access to information collected**

You may at any time seek to inspect your own personal file. You may request that certain information on your file be deleted or altered. Such a request will be considered and either agreed to, agreed to partially or rejected. Reasons will be given in all cases of rejection. Your request will also be added to your file. Requests for access are to be directed to the Personnel Manager.

### **4. Disclosure**

Disclosure of relevant parts of your personal information will be made to:

- (a) appropriate employees of NMIT where access to that information is relevant to the employment relationship;
- (b) organisations such as the Victorian WorkCover Authority, Rehabilitation Providers, Superannuation organisations where release of that information is relevant to the proper work of the particular organisation;
- (c) financial organisations nominated by you for the deposit of your salary;

- (d) other organisations nominated by you for other salary deductions;
- (e) courts or law enforcement agencies as required by a summons, subpoena or other document.

## **5. Non-disclosure**

We will not disclose personal information to organisations such as:

- (a) direct marketing agencies;
- (b) financial institutions seeking information in connection with a loan application etc.  
We will provide that information to you as an employee for use as you see fit.  
We will, however, confirm your employment with NMIT to financial institutions.

## **6. E-mail**

It is NMIT policy to provide all staff with an e-mail account utilising the NMIT domain (nmit.vic.edu.au). Visibility to all accounts is provided to staff at NMIT. Your e-mail address will not be provided to anyone external to NMIT without your permission.

## **7. Complaints**

Any complaints about the improper use of personal information are to be made in writing to the Chief Executive Officer. The Chief Executive Officer will arrange for the matter to be fully investigated and will respond within 30 working days of the complaint being lodged.

- Chief Executive Officer  
NMIT  
77-91 St Georges Road  
PRESTON 3072

Complaints can also be lodged with:

- Victorian Privacy Commissioner  
GPO Box 5057  
MELBOURNE 3001  
  
Telephone: 8619 8719 or 1300 666 444

## **8. Privacy Officer**

The Privacy Officer is the Personnel Manager.

Refer matters in writing to:

- Personnel Manager  
NMIT  
77-91 St Georges Road  
PRESTON 3072