



Staff privacy statement

Collection of your personal information

The University of Sydney (“the University”, “we”, “us”) collect your personal information during the recruitment and onboarding processes, and throughout your employment at the University. We will mainly collect information directly from you. There may be circumstances where information may be provided on your behalf, for example, to verify that you meet the requirements of your employment, such as from professional associations, training providers, medical practitioners, or government agencies. We will only collect information from other sources with your consent or in accordance with the law.

Generally, the personal information that we collect from you to support your employment at the University includes your name, personal and emergency contact details, date of birth, gender, referee details, tax file number, citizenship, passport and/or visa details, superannuation information, health and disability details, previous employment details, your qualifications and bank account details. You are not required to provide us with all of this personal information, however, if you choose not to provide the information requested, it may prevent the University from processing your application or employment related request. If you opt to provide it to us, we also collect information about your race/ethnicity, and sexual orientation/gender identity. This information is only used in aggregated reporting to help the University to provide the appropriate support services for its staff.

Security and retention of your personal information

We hold your information in secure and purpose specific business systems. These systems have access and security policies and procedures in place which are designed to protect your personal information and to ensure that only staff with appropriate authorisation can access this information

The information is retained in accordance with the *State Records Act 1988* (NSW). In general, staff records are retained for 75 years.

What will your personal information be used and disclosed for?

The University will only use or disclose your personal information:

- for the purpose for which it was collected (such as to meet the object and functions of the University of Sydney Act 1989 (NSW))
- for a directly related purpose
- when we have the appropriate consent to do so, or
- as otherwise required, permitted or authorised by law.

We will use and/or disclose your personal information to manage processes associated with your employment relationship with us, including for:

- recruitment, selection and appointment functions;
- verifying details for your employment including work rights and relevant qualifications, licences or permits, health and background checks;
- payroll processing;
- superannuation administration;

- insurance purposes and the management of work-related travel;
- contacting or locating you or notifying the relevant authority or your emergency contact if there are reasonable grounds to be concerned about your welfare or safety;
- risk management, workplace health and safety and workers compensation matters;
- managing and investigating performance, conduct, and disciplinary matters;
- staff training and development;
- benchmarking, reporting, analysis, quality assurance and planning purposes;
- staff appraisals, probation and promotion;
- informing you about University news and events, activities, courses and opportunities that may be of interest to you as a staff member of the University;
- compliance, where we are legally required to provide information to the Australian Taxation Office, the Department of Education and Training and the NSW Treasury; and
- additional specific services that are related to your employment. For example, for recruitment and travel management, the University engages external service providers who will have access to your personal information. The providers performing these services are bound by the University's privacy and security requirements.

In addition, aggregated data about staff, with personal identifiers removed, is routinely provided to the Australian Bureau of Statistics, the Workplace Gender Equity Agency, Australian Higher Education Industry Association and various local and international university ranking bodies.

What rights of access and correction do you have?

You have the right to access and correct personal information about yourself under NSW laws. As a staff member, you are able to access and change some information held about you through Workday. If you have questions regarding the access and correction of other information about you held by the University's Human Resources function, please contact the HR Service Centre. The HR Service Centre operates between 8am and 6pm, Monday to Friday and can be contacted by phone +61 2 9351 2000, or by email, hr.servicecentre@sydney.edu.au.

Contact

If you have concerns about the privacy and security of your personal information please contact privacy.enquiries@sydney.edu.au.