

## myHRonline privacy statement

On the myHRonline pages you are able to provide and update your:

- personal contact details;
- emergency contact details;
- equal employment opportunity (EEO) information; and
- bank account details.

The information is held by The University of Sydney in relevant business systems with security policies and procedures in place which are designed to protect this information.

### **What will the information be used for?**

In general, relevant staff of the University will use the information you provide to assist in managing your employment within the University.

For example, your personal contact details are used to communicate directly with you. If you are injured at work, or if you fail to attend work as expected and cannot be contacted directly, the emergency contact details you have provided will be used by Human Resources (HR). You should confirm with the person/people that you have nominated as your emergency contact/s that they are willing to fulfil this role.

In addition, EEO information will be used to ensure the University and relevant employees receive targeted funding or employment support and to report on workplace diversity.

Further, your banking information will be used to pay your salary and other remuneration benefits as per your instructions.

### **Do I have to provide all the information?**

The supply of personal information in myHRonline is largely voluntary. However, if you are engaged directly by the University in paid employment, you are required to provide your current banking details through myHRonline to ensure your salary and other remuneration benefits can be paid to you.

You are also required to ensure the accuracy of your personal contact information held within myHRonline, which includes your address and contact number/s, to enable relevant University staff to communicate directly with you.

### **What if I do not provide the optional information?**

If you do not provide emergency contact details, the University will be unable to notify anyone on your behalf if you become ill or are injured at work, or if management is concerned that you have not attended work as expected.

If you do not provide information about a disability you have, the University will be unable to investigate and potentially implement workplace modifications designed to assist you to perform your job more effectively, or more safely and you might be asked to complete your work without such modifications.

### **What information does the University disclose?**

The University does not disclose personal information about you without your consent, except where required or authorised by law.

Limited personal information of specific employees is required to be provided to the Australian Taxation Office in order to ensure the University meets its taxation compliance obligations.

Information, with names removed, is routinely provided to State and Federal government agencies in order to meet the University's legislative obligations, e.g. Department of Education and Training and the Department of Prime Minister and Cabinet.

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

### **What rights of access and correction do I have?**

You have the right to access and correct personal information about yourself under NSW laws. You are able to access and change some information held about you through myHRonline.

If you have questions regarding access and correction of other information about you held by HR, please contact the HR Service Centre in the first instance. The HR Service Centre operates between 8am and 6pm, Monday to Friday and can be contacted by phone 1300 850 484 or 02 8627 1300 (ext. 71300), or by email, [hr.servicecentre@sydney.edu.au](mailto:hr.servicecentre@sydney.edu.au)