



Resource Solutions

EMPLOYEE PRIVACY POLICY

Privacy Legislation

Resource Solutions is committed to protecting the privacy of individuals' personal information. This Employee Privacy Policy sets out the principles that Resource Solutions will follow in collecting, using, holding, disclosing and otherwise managing personal information.

"Personal information" is information or an opinion about an identified individual or an individual who is reasonably identifiable, whether true or not and whether the information or opinion is recorded in a material form or not.

Resource Solutions is bound by the *Privacy Act 1998* (Cth) (**Act**) and the Australian Privacy Principles that are contained in that Act.

Collection of Personal Information

Resource Solutions will collect personal information about you throughout your employment. Such information may include:

- your name, date of birth and address;
- tax file number, banking and superannuation details;
- qualifications, referee reports and performance appraisals;
- medical certificates and vaccination records;
- details of paid outside work or directorships; and
- other information relevant to your employment and work-related matters.

The information is often collected from several sources. For instance, you provide us with information when applying for a position and completing employment forms. Others, such as previous employers, nominated referees and other staff members, may also provide us with information about your employment history and work-related matters.

All human resources forms and processes that collect personal information will have a reference to this Policy.

Purpose and Use of Personal Information

The primary purpose for collecting the personal information is to maintain your employee records and to administer your employment, salary and superannuation.

Resource Solutions will only use or disclose this personal information for:

- the purpose for which it was collected;
- any related purpose for which it would reasonably be expected to be used or disclosed;

- a purpose required or permitted by law; or
- a purpose for which you have provided consent.

If you choose not to provide the information requested, it may not be possible for Resource Solutions to administer your employment, or it may limit benefits and assistance available to you.

Resource Solutions generally only disclose personal information to an overseas entity if you agree or if we are authorised or required by law.

Security of Personal Information

Personal information may be stored both electronically and in hard copy in personnel files and human resources systems, all of which are located in Australia.

Resource Solutions will take reasonable steps to ensure that the personal information that it holds is protected from misuse, interference and loss and from unauthorised access, modification and disclosure.

Resource Solutions will also take reasonable steps to ensure that personal information it holds that is no longer necessary for the disclosed purpose is destroyed or permanently de-identified, subject to any legal obligation to keep the personal information for any required period of time.

Access to Personal Information

At your request, Resource Solutions will, in most circumstances, provide access to any personal information that is being held by Resource Solutions about you.

There are certain circumstances where Resource Solutions will not provide an individual access to such personal information in accordance with the Act. These circumstances include where providing access would have an unreasonable impact on the privacy of others, where providing access would reveal commercially sensitive information about the organisation or where providing access would be unlawful.

An individual can seek access to, and update or correct, any personal information that is being held by Resource Solutions about them by contacting the Administrator.

Amendment of Policy

Resource Solutions may amend this policy from time to time.

Concerns, Queries and Complaints

If a person has any concern, query or complaint about:

- any personal information that may have been collected, used or disclosed by Resource Solutions
- this Employee Privacy Policy; or
- a breach of the Australian Privacy Principles,

they are to be referred to Managing Director, Resource Solutions takes complaints seriously and will respond shortly after receiving written notice of the complaint.

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