




Managing Staff Information Policy

Category: People and Culture
Adoption: CEO
Review Period: Two years and then three years
Responsible Manager: Manager People and Culture
Signed by CEO: 
Date: 12 July 2018

1. Purpose

This policy aims to ensure that personal information supplied to Central Goldfields Shire Council (Council) about staff members is handled according to Council's information privacy obligations.

2. Scope

This policy applies to all Central Goldfields Shire Council staff. The application of this policy includes any individual who supplies personal information to Council, i.e. volunteers, students, contractors etc.

"Staff information" means any information collected and retained by Council during the course of recruitment and employment. "Personal staff information" is defined as information related to payroll deductions, personal family relationships, medical or health information (except where it may impact upon employment matters), financial or domestic relationships or arrangements. It does not include any matter on a personnel file directly related to the employment relationship with Council.



3. Policy

Access to staff information is on a need to know basis only. Access to this information is only permitted where there is a genuine business reason for such access. Staff information is confidential and will be retained securely by the Payroll Officer and the Manager People and Culture. Personnel authorised to have access to these records include the:

- CEO;
- General managers (of the staff member concerned);
- Manager of the staff member concerned (A manager cannot access any information related to salary deductions or financial information of staffs, apart from current salary level);
- Manager People and Culture;
- Finance Manager (when acting in the role of payroll officer or payroll supervisor); and
- Payroll Officer

Other managers may only access staff records with the explicit approval of the CEO and for a specific purpose to be outlined by the CEO. The staff member will be informed of such access.

A higher standard is applied for access to personal staff information. Personal staff information is highly confidential and will be retained securely by the Payroll Officer and the Manager People and Culture. Personnel authorised to have access to these records for appropriate business purposes only include the:

- CEO;
- Manager People and Culture;
- Finance Manager (when acting in the role of payroll officer or payroll supervisor); and
- Payroll Officer

A staff member may request written confirmation of employment and salary for personal reasons or to be supplied to third parties. Third party requests should be referred in writing to the Payroll Officer who will issue and authorise the letter to the third party. Information will not be released to external third parties without this written authorisation, unless Council is required under legislation to release such information.

4. Roles and Responsibilities

Person/s responsible	Accountability
Staff Member	<ul style="list-style-type: none"> • Forward any permission to access to personal information by third parties in writing to the Payroll Officer or Finance Manager.
Manager/General Manager	<ul style="list-style-type: none"> • Access staff information only for business purposes and keep staff information secure and confidential.
CEO	<ul style="list-style-type: none"> • Ensure through policy and monitoring that staff information and personal staff information is accessed only according to this policy.
Payroll Officer, Finance Manager	<ul style="list-style-type: none"> • Ensure information is locked in a secure system and access is only allowed as per this policy.



5. Human Rights Statement

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007). Central Goldfields Shire Council is committed to consultation and cooperation between management and staff. Council will formally involve elected staff representatives in any workplace change that may affect its staff.

6. Related Policies and Procedures

- Privacy Policy.

7. Relevant Legislation and Guidelines

- Privacy and Data Protection Act 2014

