



Privacy Policy Employees & Contractors

This policy covers all employees including Full Time, Part Time & Casual Staff as well as Contractors & Contracted Businesses & their key personnel undertaking work for National Joblink.

National Joblink is committed to protecting the management and privacy of your personal information. This policy sets out the way we handle your personal information including the use and disclosure of your personal information, as well as your right to access your personal information.

This policy only applies to our databases and files (both electronic & Hardcopy) and does not cover any State, Territory or Commonwealth Government database or file. You are advised to contact the relevant government agency for a copy of their privacy policy. This policy complies with the Privacy Act 1998 & the Personal Information Act 2004.

COLLECTION

Personal information must not be collected unless the information is necessary for one or more of its functions or activities. In most cases as an employee this relates to your Payroll & HR forms that you are required to complete prior to starting with NJL.

Information relating to your employment such as your salary/performance review is kept on file and any performance /incident reports that arise during the course of your employment.

DATA QUALITY

We take steps to ensure that the personal information we collect is accurate, up to date and complete. These steps include maintaining and updating personal information when we are advised by individuals that their personal information has changed, and at other times as necessary.

DATA SECURITY

We take steps to protect the personal information we hold against loss, unauthorised access, use, modification or disclosure and against other misuse. These steps include password protection for electronic files, securing paper files in locked cabinets and physical access restrictions. When no longer required, personal information is destroyed in a secure manner or deleted.

At National Joblink we are committed to protecting the privacy of your personal information. We take reasonable steps to protect your personal information from misuse, loss and from unauthorized access, modification or disclosure. We ensure this by having such security measures as:

- Monitored security alarm systems
- Code protected keypad entry into information storage areas
- Individual password access to systems and databases
- Secure, lockable filing cabinets and cases for transporting files

As part of our contractual requirements with the Commonwealth of Australia we are required to archive some personal information for a period of time before either securely destroying that information, or returning it to the relevant Commonwealth Government Department. National Joblink has a secure archive area for such information. We will also take reasonable steps to destroy or permanently de-identify personal information if it is no longer required for any purpose.

CRIMINAL RECORD & CHECKS

The nature of our client group consisting of youth and at times vulnerable persons require that it is compulsory that all staff have a Vulnerable Personal Criminal History Check completed prior to starting with NJL, and are re-checked upon disclosure of incidents or at expiry.

Working with Children cards and or industry specific checks must also be completed as required. I.e. Tasmanian Dept. of Education Good Character Check, to work within and on school premises.

COMPLAINT FORMS

We collect personal information in complaint files to enable us to assess, investigate, conciliate or determine privacy complaints, and use that personal information to ensure that we are accountable for the way we handle complaints. The personal information in these files is about complainants and respondents. Complaint files may also include personal information about individuals who are authorised to represent complainants or respondents, and about third parties who provide information in the course of our investigations.

We collect personal information directly from complainants and respondents or their authorised representatives. We may also collect personal information about complainants and respondents from third parties, when it is relevant to our assessment, investigation, conciliation or determination of a complaint.

We only use the personal information on these files to assess, investigate, conciliate or determine complaints.

DISCLOSURE OF INFORMATION

If an individual requests access to the personal information we hold about them, or requests that we change that personal information, we will allow access or make the changes unless we consider that there is a sound reason under the Privacy Act, Freedom of Information Act 1982 or other relevant law to withhold the information.

1. INFORMATION REQUESTED BY FAIR WORK INSPECTOR

A Fair Work Inspector can request information about employees in order to establish that the business is meeting its employment obligations. Under the FW Act, employers are required to provide this information to a Fair Work Inspector.

2. INFORMATION REQUESTED BY OTHER GOVERNMENT AGENCIES

Some government agencies, such as the Australian Tax Office, have powers to request information from employers. When required by law, employers should provide the requested information to the appropriate government agencies.

3. ASQA (AUSTRALIAN SKILLS QUALIFICATION AUTHORITY)

As a Registered Training Organisation NJL must abide by the Standards as set by the NVR (National Vet Regulator). We are required to ensure all Trainer & Assessors have:

- a) Have the necessary training and assessment competencies as determined by the National Quality Council or its successors;
- b) Have the relevant vocational competencies at least to the level being delivered or assessed;

- c) Can demonstrate current industry skills directly relevant to the training/assessment being undertaken;
- d) Continue to develop their vocational education and training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.

All training/assessment staff are required to submit a completed and current Staff Profile (Form 2) to NJL prior to commencement of employment. The staff profile needs to be updated and submitted to NJL at least every 6 months. This information will be provided to appropriate staff managing this requirement, and may be provided to an ASQA representative for auditing purposes if requested. (for more information please refer to the 'Competence of RTO Staff Policy'.

4. INFORMATION FOR REFERENCES

Sometimes employers are approached to provide employment references about former or current employees. Providing information that relates directly to the employment relationship between an employer and employee is not a breach of federal privacy laws. Information that directly relates to the employment relationship can include things such as the employee's skills, performance, conduct, and their terms of employment.

INTERNET, EMAIL & TELECOMMUNICATIONS

While National Joblink respects the privacy rights of you (and your clients), it reserves the right to access files where necessary for maintenance and security of Network Services. Additionally, where an investigation is required, your computer may be searched without prior warning.

Please be aware that National Joblink will monitor Internet usage to ensure that company policy is adhered to. Where National Joblink is notified of a breach of policy such as;

- The system integrity is being threatened
- Security has been or is compromised
- An activity that has a detrimental impact on the quality of service to other internal and external customers
- The system has been or is being used for purposes which are prohibited under this or any other National Joblink policy
- The system has been or is being used for unlawful purposes

Actions may be initiated against the originator of the material, if it has deliberately violated this or any other National Joblink policy or any known State or Federal law.

FURTHER INFORMATION

In the case of any items not listed in this policy, it will be understood that NJL refer & comply with the 11 Privacy Principles of the Privacy Act 1998

'Best Practice Guide to Workplace Privacy' can be found at www.fairwork.gov.au