



POLICY

Policy Title: Access to Personal Files

Policy Owner: Director, Human Resources Service Centre

Keywords: 1) Access 2) Personal Files 3) Staff Files

Policy Code: PL129 [hr023]

[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Policy Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

1. INTENT

Access to Personal Files.

2. ORGANISATIONAL SCOPE

All employees of ECU.

3. DEFINITIONS

TERM	DEFINITION
Employee	Any current ongoing, fixed-term or casual person employed by the University.
Personal File(s)	The medium determined by the University to store employment history and information relating to its employees.
Senior Staff	Relevant Line Executives or their nominees.

4. POLICY CONTENT

- 4.1** The University is required to maintain employment history and administrative information and records relating to its employees. The medium for storing such information are personal files. These files are confidential and private, and stored in a secured location determined by the University.
- 4.2** An employee wishing to access a personal file must seek prior approval. The following employees may be given access to such files:
- Professional staff employees who require access to perform their required duties;
 - The employee to whom the file relates to; and
 - Senior Staff.
- 4.3** An employee seeking access to their personal file must email a request to the Director, Human Resources Service Centre.
- 4.4** Senior Staff seeking access to personal files must seek approval from the Director, Human Resources Service Centre stating the purpose for this access. Depending on the purpose the Director, Human Resources Service Centre or their nominee may seek to intervene in the matter.
- 4.5** In exceptional circumstances the Director, Human Resources Service Centre may agree for personal files to be taken away by Senior Staff for inspection. In such circumstances Senior Staff will be required to maintain the confidentiality and integrity of the file and abide by the terms of sub-section 4.8 of this Policy.
- 4.6** Matters under litigation or of a confidential nature including but not limited to referee reports, other staff members or persons, and documents gained in confidence (such as medical reports and other reports) may not be available to employees.
- 4.7** An employee from the Human Resources Service Centre will be present during the agreed time of access.
- 4.8** An employee may not add, remove, mark or erase any item, or remove any part or all of a file from the place where access is given. The employee is permitted to make notes or request a reasonable number of photocopies of documents from the file.
- 4.9** All access requests will be placed on the accessed personal file, detailing the employee requesting access, together with a note of the time and place of access and the member of staff from Human Resources Service Centre present.
- 4.10** An employee who queries any item on their personal file or would like information on their file amended may make application, giving appropriate details to the Director, Human Resources Service Centre.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy the Director Human Resources Service Centre is the policy owner and has overall responsibility for the content of this policy and its operation in ECU.

The Director, Human Resources Service Centre is responsible for the proper application of the requirements prescribed within this policy.

All employees are required to comply with the content of this policy and seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 Other documents which are relevant to the operation of this policy are as follows:

- ECU [Code of Conduct Policy](#)
- [ECU Academic and Professional Staff Collective Agreement 2013](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director Human Resources Service Centre
All Enquiries Contact:	Director Human Resources Service Centre
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8. APPROVAL HISTORY

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