

METROPOLITAN FIRE & EMERGENCY SERVICES BOARD

Title: PRIVACY OF EMPLOYEES AND RELATED RECORDS	Board Policy No: B 6000/10	Management Policy No: M
	Prepared By: Corporate Secretariat	
	Authorised By: The Board 10 July 2006	
Issue Date: 10 July 2006	Version Number: 3	Page Number: 1 of 4



1. Purpose: This privacy policy and notice relates to the management of personal information concerning employees of, contractors with and applicants for employment with the Metropolitan Fire and Emergency Services Board ("the MFB"). The MFB collects, uses and discloses this personal information in accordance with its functions set out in the <i>Metropolitan Fire Brigades Act 1958</i> , the <i>Information Privacy Act 2000</i> , the <i>Health Records Act 2001</i> (Vic) and other related legislation.
2. Scope: This policy applies to all management and staff of the MFB.
3. Refer: <i>Metropolitan Fire Brigades Act 1958</i> <i>Information Privacy Act 2000</i> <i>Health Records Act 2001</i> <i>Freedom of Information Act 1982</i> <i>Public Records Act 1973</i>
4. Responsibility: Human Resources Directorate
5. Definitions: N/A

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6. Policy:

The MFB – What personal information does it collect?

The MFB has functions which are set out in the *Metropolitan Fire Brigades Act 1958*. In order to fulfil these functions the MFB deals with the personal information of employees, board members, job applicants and contractors.

The **general personal information** collected from these individuals includes:

- name, date of birth, contact details;
- job applications, work histories and curriculum vitae;
- MFB registration number, salary, pay and training records;
- information, including third party details, for insurance claims;
- performance assessments, counselling and personnel records.

It also may include **health information**, which may be collected as above and as follows:

- incident and accident reports, first aid records;
- workers compensation claims and documents;
- rehabilitation and attendance records;
- medical or other health service provider records (eg occupational health and safety visits);
- physical fitness assessments;
- medical histories and assessments taken for insurance purposes.

How does the MFB use and disclose this personal information?

Personal information of employees, board members, job applicants and contractors as described above may be used by the MFB for purposes such as recruiting employees, assisting employees to perform their duties and develop in their careers; managing salary and sick leave payments; managing workers compensation and occupational health and safety issues in the workplace; contacting employees at home or family members where necessary.

The MFB may use or disclose personal information, including health information, of employees, board members, job applicants or contractors for the purposes of complying with statutory obligations, arranging for insurance, progressing insurance claims, managing its workforce and resolving occupational health and safety issues in the workplace. It may also disclose information to relevant unions, also for some of the above purposes as well as facilitating the provision of union services.

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The MFB may give such personal information of employees, board members, job applicants or contractors to law enforcement agencies such as the Victorian Police, the Department of Justice, WorkCover investigators, loss adjusters, security companies, insurance companies, and health service providers. It is possible that such information may be sought by people pursuant to the *Freedom of Information Act 1982*, although such personal information may well be exempted from such claims. Information may also be disclosed through legislative obligations such as those in the *Accident Compensation* legislation or the *Occupational Health and Safety* legislation.

Unless there is legal authorisation or permission for disclosure of health information, it will not be disclosed to persons outside the MFB. Use within the MFB of all personal information will be restricted to individuals who require access in the performance of their duties.

Where data is used or disseminated for statistical purposes, such as projects with the Australian Bureau of Statistics or fire and related trend analysis by the MFB, personal information is removed from the data.

Accuracy and security of information

The MFB takes all reasonable steps to ensure that the accuracy of personal information collected, used and disclosed is correct. It will correct inaccurate information when this is identified. The MFB takes all reasonable steps to ensure that information held in paper or electronic form is safe and secure, and that it is protected from misuse, loss, unauthorised access, modification or disclosure. The MFB takes all reasonable steps to ensure that personal information is only used by employees or disclosed to other organisations to the extent necessary for it to carry out its functions.

Destruction and de-identification of personal information

The MFB takes all reasonable steps to de-identify or destroy information when it is no longer needed or legally required. The MFB may pass personal information on to the Keeper of Public Records, in line with the *Public Records Act 1973*.

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Access to the personal information we hold about you, and the complaints process

If you wish to obtain details of personal information the MFB holds about you, or make a complaint in relation to our handling of personal information, you may contact our Privacy Officer on (03) 9662 2311, or write to "Privacy Officer, 456 Albert Street, East Melbourne, Victoria, 3002." Complaints in relation to personal information will be handled through the MFB's normal complaint handling process.

7. Documentation:

N/A

8. Verification:

N/A

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