

Privacy Policy

Appendix C – Current & Prospective Employees Personal Information Collected

Melbourne Polytechnic will collect personal information about you throughout your employment. Such information includes, but not limited to:

- Your name, date of birth and address
- Personal and emergency contact details
- Tax file number, banking and superannuation details
- Qualifications, work history, referee reports and performance appraisals
- Details of paid outside work or directorships
- Photographic identification
- Video images
- Working with Children Check
- National Police Checks
- Complaints or misconduct details or information
- Claims for Workers Compensation
- Prior service details
- Pre-employment medical details when required (health issue, injury, accident, or any disability you may have)
- Your vehicle registration plates (if you park on Melbourne Polytechnic's campus);
- Other related personal information required for the effective management of Melbourne Polytechnic

The information is often collected from several sources. For instance, you provide us with information when completing employment forms and when entering data directly into our computerised Human Resources (HR) system. Others, such as previous employers and nominated referees, other staff members, and students, may also provide us with information about your employment history and work-related matters.

All HR forms and processes that collect personal information will have a reference to Melbourne Polytechnic's Privacy Policy and to this statement.