

Personal Files Access Policy

Section 1 - Purpose

(1) This Policy outlines the terms and conditions that apply to employees accessing their personal files.

Scope

(2) This Policy applies to all employees of Charles Sturt University, including past members of staff whose personal records are maintained by the Division of Human Resources.

Section 2 - Glossary

(3) Nil.

Section 3 - Policy

Part A - Terms and Conditions

(4) Employees are permitted to have access to their personal file and staff reports within the Human Resources Office and in the presence of an officer designated by the Executive Director, Human Resources.

(5) Staff members are not permitted to remove from the Human Resources Office personal files and staff reports to which they have been given access.

(6) Staff members are permitted to make notes of material appearing on their personal files.

(7) The following material held on personal file will not be available to the employee concerned:

- a. referee reports, obtained in confidence by the the University, unless the referee gives permission; and
- b. correspondence between the the University and its solicitors relating to litigation pending, in progress or completed between the the University and the employee concerned.

(8) Access to a personal file is limited to: the staff member concerned, that staff member's supervisor and Head of Division/Faculty, the Vice-Chancellor, Head of Campus, those officers of the Division of Human Resources whose duties require them to have access to a particular file, and persons authorised, in writing, by the Executive Director, Human Resources to access a particular file in the course of their duties to the the University.

(9) Where any adverse notation is recorded on the employee's personal file, the notation is shown to the employee and the employee signs the file on that occasion.

(10) After reading his/her file, an employee may record notes, comments or explanations on the file in relation to any document that he/she has read.

(11) Whenever someone examines a file, he/she must sign a record of access and that record of access must be

shown, on request, to the employee to whose personal file it refers.

(12) The the University is subject to the [NSW Freedom of Information Act](#) .

Section 4 - Procedures

(13) Nil.

Section 5 - Guidelines

(14) Nil.

Status and Details

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