

Personal Files Access Policy

This document is rescinded from 9 November 2023. It is replaced by [Records Management Procedure - Access to University Records](#).

Section 1 - Purpose

- (1) This Policy outlines the terms and conditions that apply to employees accessing their personal files.
- (2) This Policy applies to all employees of Charles Sturt University, including past members of staff whose personal records are maintained by the University.

Section 2 - Glossary

- (3) Nil.

Section 3 - Policy

Terms and Conditions

- (4) Employees are permitted to have access to their personal file within the Human Resources Office's and in the presence of an officer designated by the Executive Director, People and Culture.
- (5) Staff members are not permitted to remove from the Human Resources Office or alter personal files to which they have been given access.
- (6) Staff members are permitted to make notes regarding the material appearing on their personal files under the supervision of the appointed officer.
- (7) The following material held on personal file will not be available to the employee concerned:
 - a. referee reports, obtained in confidence by the University, unless the referee gives permission; and
 - b. correspondence between the University and its solicitors relating to litigation pending, in progress or completed between the University and the employee concerned.
- (8) Access to a personal file is limited to:
 - a. the staff member concerned;
 - b. the staff member's line supervisor/s and head of Division's/Faculty, the Vice-Chancellor and Head of Campus;
 - c. those officers of the Division of People and Culture whose duties require them to have access to a particular file;
 - d. persons undertaking duties assigned to them by law to inspect certain staff records;
 - e. persons authorised, in writing, by the Executive Director, People and Culture to access a particular file in the course of their duties to the University; and

f. Courts of Law following a subpoena.

(9) The University is bound by legislation in relation to privacy and access to information as outlined in the [Privacy Management Plan](#).

Section 4 - Procedures

(10) Nil.

Section 5 - Guidelines

(11) Nil.

Status and Details

Status	Current
Effective Date	6th July 2015
Review Date	30th June 2018
Approval Authority	Executive Director, Human Resources
Approval Date	3rd July 2015
Expiry Date	Not Applicable
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