

Personal Files Access Policy

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](#)

Section 4 - Procedures

(10) Nil.

Section 5 - Guidelines

(11) Nil.

Status and Details

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