

PERSONAL INFORMATION

Scope

All Nelson Marlborough District Health Board (NMDHB) employees.

Policy

The management (collection, access, use and disclosure) of employee's personal information will comply with the Privacy Act 1993 and other relevant legislation.

All documents concerned with an employee's employment with NMDHB are kept on the employee's personal file for which Human Resources Administration are responsible for maintaining in a secure and confidential manner. This file may be accessed, and, as necessary, a request made to have personal information corrected, by the employee as per the provisions of the Privacy Act 1993.

Access to an employee's employment related information by other designated NMDHB staff, legal officer or auditors is restricted in accordance with the role and functions to be performed by those people.

If an employee wishes anyone else to be able to access their information, a written, signed and dated authorisation is to be provided by the employee specifying what information the person has access to and for what period of time.

Confidential referee reports obtained in relation to an employee's application for employment are to be kept for 12 months following appointment, but cannot be accessed by the employee as they were obtained on the understanding that they were confidential, deemed to be evaluative material and would not be released to the employee.

An employee's personal file is the property of NMDHB and will not be transferred to other organisations. The exception is any information that the employee has given their written authorisation to be released. The personal file of resigned/retired employees will be disposed of in a confidential manner 10 years following cessation of employment.

Procedure

Access to Personal Information: Employee

An employee wishing to see or have a copy made of their personal file or computer record contacts a member of Human Resources. Viewing access is usually able to be arranged quickly and to have a copy made requires up to ten working days.

An employee is able to request correction of any information held, and if it is not corrected, to have a statement of the correction sought attached to the information the employee wishes to be corrected.

Access to Personal Information: Others

The following NMDHB staff/managers may access an employee's personal information through a member of Human Resources for legitimate purposes relating to the employee's role or NMDHB business:

- Human Resources staff
- The employee's Manager and their Managers (supervised access)
- The General Manager and the Chief Executive
- Payroll staff have access to an employee's conditions of employment, full personal details, pay details and leave details

- People Development staff have access to an employee's training and qualification records
- Finance staff have access to an employee's pay rate and leave balances
- Internal Auditor for auditing purposes only
- NMDHB's legal representative (only if required)
- Any others must be authorised by the General Manager, HR, Health and Well-being.

Computer records may be accessed directly by an employee's manager(s), and this access is strictly controlled.

Privacy Questions and Complaints

Any issues relating to privacy of an employee's personal information should in the first instance be referred by the employee to the Privacy Officer. If this fails to resolve the matter a formal complaint laid by the employee with the Privacy Commissioner or Ombudsman can be made.

Associated Documents

NMDHB *Recruitment and Appointments* policy (HR/01/0003)

References

- Privacy Act 1993
- Human Rights Act 1993
- Employment Relations Act 2000