Collection Notice - Employee

What do we do?

The State Solicitor's Office (we, us, our) collects and manages your personal information relating to employees (or potential employees), volunteers, and labour hire workers or external agency staff to comply with its legal obligations, including in accordance with relevant Commonwealth and Western Australian legislation, including the *Public Sector Management Act 1994* (WA), *Industrial Relations Act 1979* (WA), *Work, Health and Safety Act 2020* (WA), and the *Fair Work Act 2009* (Cth).

This collection notice sets out the personal information we collect directly from you. It also outlines how this information is used, and who we may disclose it to.

What personal information do we collect and hold?

We may collect a range of personal information (including sensitive personal information) about you, including:

- Biodata such as name, date of birth, and place of birth.
- Contact details, such as telephone number, home address, postal address, email address, and emergency contact details.
- Identification documents, such as passport, driver's licence, and birth certificate.
- Education and employment history.
- Citizenship status and visa and work rights.
- Financial information, including your bank details, superannuation fund, and tax file number.
- Diversity and inclusion information, including racial or ethnic origin, disability and gender identity.
- Details about your ability to hold and maintain a security clearance.
- Details about your membership of a trade union or a political, professional or trade association.
- Health information, including vaccination status, fitness to work, information about Family and Domestic Violence (FDV) incidents, and workers' compensation claims.

We may also collect activity logs and location data whilst you are using SSO equipment and systems.

Why we collect and how we use your personal information?

We collect and use your personal information to manage your employment relationship, including (but not limited to):

- Assessing your suitability and eligibility for employment with us (or to provide services to us), including assessment of conflicts of interest, verify your professional qualifications and through criminal screening and security vetting checks.
- Administer building and IT system access.
- Maintaining relevant employment, payroll, and other administrative records.
- Managing and administering arrangements, involving the provision of services by volunteers, students and external agency staff.
- Managing your entitlement to provisions under the relevant awards/industrial agreements, policies, and other relevant legislation and legislative instruments.
- Assessing and managing workers' compensation claims.
- Undertaking human resources functions, including those relating to diversity and inclusion, workforce planning and engagement, learning and development, and performance management.
- Undertaking emergency management functions and activities.
- Meeting our obligations under legislation relevant to our role as an employer (or recipient of services provided by volunteers, students and external agency staff).
- Preventing, detecting, investigating or dealing with misconduct and fraud or other unlawful activity.

How we disclose your personal information?

Access to your personal information will be kept in accordance with standard security measures. We may disclose your personal information to individuals and entities including the following:

- The Department of Justice in relation to services covered under a service level agreement including payroll, financial services, and information technology services.
- Previous employers, educational organisations, and other external agencies to conduct suitability and eligibility checks, including to obtain referee reports.
- Legal Practice Board and other professional bodies in relation to practitioner numbers to register Continuing Professional Development points.
- Insurance Commission of Western Australia (ICWA) to manage workers' compensation claims and in relation to work health and safety matters.
- Government Employees' Superannuation Board (GESB) for superannuation disbursement and assessment of entitlements or claims.
- Medical agencies/ practitioners to assist us manage and assess medical conditions.
- External investigators to conduct or assist with misconduct or fraud investigations.
- Public Sector Commission to administer the *Public Sector Management Act 1994* and related legislation.
- Australian Taxation Office (ATO) in relation to salary, superannuation, and taxation matters.
- Office of the Auditor General (OAG) to assist with audit and assurance services.
- Union/s to notify of matters pertaining to your employment as required by relevant industrial instruments or other policies.
- Security vetting entities to obtain and maintain security clearances.
- Judicial and quasi-judicial bodies in relation to litigation, claims, disputes and complaints.
- Legal services to allow us to obtain legal advice and representation.
- Other state or federal Public Sector agencies to facilitate the movement of staff between agencies and, where appropriate, to share information about Code of Conduct investigations, breaches, and sanctions.
- Emergency services for emergency management purposes or where emergency assistance is required, including where there is a serious threat to life, health, or safety.
- Third parties providing services for the State Solicitors Office
- In accordance with the *Freedom of Information Act 1992*.
- As required or authorised by law.

When can you remain anonymous?

You may choose to remain anonymous when submitting complaints and reporting suspected misconduct, inappropriate behaviour, or workplace safety issues. However, if the requested information is not provided it may limit our ability to fully assess or respond to the matter.

In all other instances your identification is required to manage employment, administer entitlements, and meet legal and workplace obligations.

How do you access or correct your information?

Current employees can request access to their personnel file by emailing: ssohr@sso.wa.gov.au.

Past employees may request amendment of their personal information by submitting a written application under Part 3 of the *Freedom of Information Act 1992* to: foi@sso.wa.gov.au.

Where can you find further information?

For further information about how we manage personal information, you can refer to the SSO Privacy Policy or contact our Privacy Officer at privacy@sso.wa.gov.au.