



Collection Notice: Employees (Staff Information)

What do we do?

The Department of Communities (Communities) collects and manages personal information relating to employees and potential employees at different points across the employment relationship, from when you first apply for a role, through to when your employment ends, 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 outlines personal information collected about employees (including potential employees, contractors, volunteers, and labour hire workers), how this information is used, and who we may share it with.

What personal information do we collect and hold?

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

When you apply to work with Communities:

- Identity information (for example, name, date of birth, country of birth, gender).
- Contact details (for example, mobile number, email address, residential address, postal address, and emergency contact details).
- Job application details (for example, CV, shortlist and interview data).
- Diversity and inclusion information (for example, racial or ethnic origin, cultural background, disability and gender identity, workplace adjustment requirements).
- Education and employment history for example, academic transcript, qualifications).
- Identification documents (as per 100 points of ID system, for example, passport, driver's licence, birth certificate, Medicare card, etc).
- Australian citizenship or residence status, visa, and work rights.
- National police history check (overseas police history check in some instances).
- Screening records for example, previous employment history, integrity check responses from previous employer, adverse employment records, civil/criminal matters, court, conduct and integrity matters, Working with Children check, VEVO check, Open-source checks).

When you start work with Communities, and during your employment or engagement:

- Financial information for example, bank account details, superannuation fund, tax file number, payroll records, residential and postal addresses).

- Information about membership of internal social or professional committees.
- Information about membership of a trade union or a political, professional or trade association.
- Integrity declaration records (for example, conflict of interest, gifts, benefits and hospitality and secondary employment).
- HR Records (for example, grievances, complaints, disputes, personnel files, team movements, performance records, leave records, rostering data, training records, dismissal letters).
- Misconduct assessment and investigations records (suspected and actual misconducts, investigation outcomes).
- Onboarding, internal training/learning and offboarding records.
- Survey responses (for example, culture survey, exit survey).
- Health information (for example, fitness to work, workers' compensation claims and Family and Domestic Violence (FDV) incidents, nature of the worker's injury/illness, treatment received, work capacity and recovery timeframes).
- Flexible working requirements and agreement (status of right to flexible working arrangements under Public Sector CSA Agreement 2024).
- Workplace Incident details.
- Workers' compensation records (for example, claim forms, statutory declarations, supporting documents).
- Annual Leave Travel Concession Information (for example, travel dates, details of dependants travelling, destination including details of planned multiple locations or stopovers).
- Salary Packaging and Novated lease Information (for example, car details).
- Business applications activity logs (for example, who, actions taken, data accessed or modified, date and time of activity).
- Location data when accessing business systems and applications.
- Licence plate details (for parking access, where appropriate)

Employees and prospective employees are generally not able to remain anonymous when providing personal information, as identification is required to manage employment, administer entitlements, and meet legal and workplace obligations.

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

How do we use your personal information?

Personal information may be used to:

When you apply to work with Communities:

- Verify your identity.
- Check your rights to work in Australia.

- Identify any criminal history relevant to the role.
- Contact your referees about your past conduct and performance.
- If you are applying for a role that involves child-related work, we will ask you to confirm whether you hold a current assessment notice under the *Working with Children (Screening) Act 2004* (WA), or whether you have applied for one.

When you start work with Communities, and during your employment or engagement:

- Maintain relevant employment, payroll, and other administrative records.
- If you are in child-related work, monitor that your assessment notice remains current for as long as you are engaged in child-related work.
- Manage conflicts of interest.
- Manage and administer arrangements involving the provision of services to the Department by contractors, volunteers, and labour hire workers.
- Manage entitlement provisions under the relevant awards/industrial agreements, policies, and other relevant legislation and legislative instruments.
- Undertake human resources functions, including those relating to diversity and inclusion, workforce planning and engagement, learning and development, data and analytics, and performance management.
- Prevent, detect, investigate or deal with misconduct, fraud, corruption or other unlawful activity under the *Corruption, Crime and Misconduct Act 2003* (WA).
- Review misconduct and investigation records when considering staff for Communities' awards or appointments (for example, Child Protection Excellence Awards), ensuring the Department maintains its reputation and public trust.
- Maintain security of information systems, in support of accountability and governance obligations.
- Manage access to business systems and applications in accordance with information security policies.
- Ensure safety, health, and wellbeing of our workers, and comply with relevant obligations under the *Work Health and Safety Act 2020* including reporting to WorkCover WA, insurer, and regulatory authorities.
- Manage and administer workers' compensation claims in compliance with the *Workers Compensation and Injury Management Act 2023* and other relevant legislation.
- Facilitate safe and sustainable return-to-work programs.
- Assess work from home rights and suitability.
- Calculate leave liability valuation for financial reporting purposes.
- Manage building and parking access.
- For those residing in government housing (Government Regional Officers' Housing (GROH) program and Housing Ownership Subsidy Scheme (HOSS), to manage and administer your accommodation.

We may also use this information to:

- Prepare ministerial reports, briefings, or advice provided to Minister for relevant portfolio as per our statutory functions and ministerial accountability obligations.
- Support internal audit activities and external audit functions under the *Auditor General Act 2006* (WA).
- Notify Ombudsman WA of investigations, complaints, or reviews of administrative action under the *Parliamentary Commissioner act 1971* (WA).
- Sharing intelligence regarding staff misconduct or other disciplinary investigations with other State or Federal government agencies.

Deidentified personal information may be used to:

- Monitor trends and report on injury and compensation claims data at monthly, quarterly and annual levels.
- Identify internal safety trends and develop implementation approach for preventative measures.
- Inform strategic workforce capability plans and initiatives (e.g. HR survey responses).
- Report statistics on employees taking FDV leave to the Public Sector Commissioner.
- Analyse misconduct information to identify trends and improve prevention strategies.

Who do we share information with?

The Department may disclose your personal information to:

- Services Australia and Centrelink (for example, employment and income details, employment status, workers compensation records).
- Australian Taxation Office (for example, tax file number, payroll records)
- GESB and other superannuation providers (for example, contributions, salary sacrifice arrangements).
- Salary packaging providers (for example, income details, bank details, novated lease).
- Department of Justice and Department of Education (for example, screening records, misconduct investigations, other relevant intelligence on misconduct or other disciplinary investigations).
- WorkSafe, WorkCover WA (for example, workers compensation claims, workplace incidents).
- Government Sector Labour Relations (GSLR) and Joint Consultative Committee (JCC) (for example, Health and Safety representatives name and work details)
- Public Sector Commissioner (for example, statistics for employees taking FDV leave).
- Insurance Commission of Western Australia (for example, workers compensation claim details).
- Treating medical practitioners, specialists, allied health professionals, and workplace rehabilitation providers (for example, health information, fitness for work assessments).
- Employee Assistance Program (EAP) providers (for example, phone number, emergency contact and residential address for welfare check).

- Royal Life Saving WA (for example, employee name for enrolment into first aid training).
- External actuarial contractor (for example, name, date of birth, leave records).
- External debt collectors (for example, name, contact details, debt details to recover debt potentially arising from overpayment of salary, reimbursements or other entitlements if internal processes have been unsuccessful).
- Property Management companies (for example, name, and licence plate details where appropriate)

We may also share information:

- within Communities for the provision of related services
- to other Western Australian Government agencies, and oversight bodies or regulators where authorised or required by law
- with organisations engaged to deliver programs or services on our behalf
- to other organisations, where permitted by law, or where you have given us your consent.

To access your personal information held by Communities and to seek correction of any inaccuracies, you can apply under the *Freedom of Information Act 1992 (WA)*. Details on how to submit a request can be found at [Department of Communities - Freedom of Information \(FOI\)](#)

Where can you find further information?

For further information about how we manage personal information, please refer to the Communities [Privacy Policy](#) or contact our Privacy Officer at privacy@communities.wa.gov.au.