Procedure: Access to personnel files and personal information

Purpose
To inform staff of the process of accessing personal information stored on their personnel files.

Procedure
1. In accordance with the Freedom of Information Act 1982, the University provides access for current and former staff to personal information stored on the University’s personnel file.

2. Requests to access personnel files are made to the Director – Human Resources.

3. Access is provided under the supervision of the Director – Human Resources or nominee.

4. Further information about the procedure for access to personnel files is available on the University’s Freedom of Information website.

5. Queries relating to requests for access to personnel files and personal information can be directed to the University’s FOI Coordinator at foi@anu.edu.au
Document information

Title: Access to personnel files and personal information

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Purpose: To inform staff of the process of accessing personal information stored on their personnel files.

Audience: Staff

Category: Administrative

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Subtopic: Records & Archives

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Responsible Officer: Director, Human Resources (director.hr@anu.edu.au)

Approved By: Chief Operating Officer (chris.grange@anu.edu.au)

Contact Area: Library, Archives and University Records

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Freedom of Information Act 1982

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