

Staff Privacy Notice

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Who this notice applies to

This notice applies to employees and workers engaged by Western Sydney University and its controlled entities, including The College. Additional privacy notices may apply to specific activities or services.

About this notice

Western Sydney University ("the University") and its controlled entities collect personal information directly from employees and workers and, where applicable, from third parties including government agencies, regulatory bodies, professional associations, training providers, verification providers and service providers engaged by the University.

1. What information do we collect?

- name, gender, date of birth and contact details
- emergency contact information
- employment and workforce records
- qualifications, professional registrations, licences, certifications and memberships
- citizenship, visa, passport and work rights information
- tax file number, banking, payroll and superannuation information
- Working With Children Check information
- workplace access and system usage information
- whether you are a Western Sydney University alumnus
- training, leave, conduct, workplace relations and performance-related records
- workplace health, safety, injury management and wellbeing information where reasonably necessary
- information relating to compliance, verification, national security, fit-for-work or other employment-related checks
- whether you identify as an Aboriginal and/or Torres Strait Islander person
- other information reasonably necessary to manage your employment or engagement with the University

Where reasonably necessary and authorised by law, the University may also collect sensitive information relevant to employment requirements, workplace obligations, accessibility arrangements, diversity initiatives or compliance processes.

2. Why do we collect your information?

The information is collected for purposes directly related to the University's functions under the *Western Sydney University Act 1997 (NSW)*, including employment administration, workforce management, teaching, learning, research, engagement, governance and operational administration, workplace health and safety, compliance activities, and legal and regulatory obligations.

3. How do we use your information?

- administering and managing your employment or engagement
- administering payroll, taxation, superannuation, insurance, leave and employment entitlements
- facilitating access to University systems, services, facilities and resources
- managing professional development, workplace relations, health and safety, wellbeing and employment-related processes
- undertaking compliance, verification, national security, fit-for-work or other employment-related checks where reasonably necessary
- supporting workforce planning, governance, reporting, audit, operational management and compliance
- maintaining the security and appropriate use of University systems and resources
- communicating with employees about employment-related matters, University initiatives, opportunities, services and staff engagement
- supporting teaching, learning, research, supervision, academic administration and related University activities
- creating, maintaining and publishing researcher profiles and related research identity, expertise, publication, grant, collaboration and affiliation information where relevant
- meeting legal, regulatory, reporting and audit obligations

The University may use approved AI-assisted tools to support administrative and operational functions, including workforce analytics, reporting, service improvement and process optimisation. Human oversight and review remain part of relevant decision-making processes.

4. Who do we share your information with?

Your information may be shared with relevant University staff involved in human resources, engagement, information technology, governance, compliance, finance, health and safety, security and related support functions where reasonably necessary.

The University may disclose your information to:

- technology providers supporting University systems and services
- payroll, superannuation, insurance, ICT and other operational service providers engaged by the University
- third-party verification, compliance, background screening, national security or fit-for-work providers engaged by the University
- government agencies, regulators, statutory authorities, law enforcement agencies and other bodies where required or authorised by law

5. How do we safeguard and retain your information?

Your personal information is securely stored within approved University systems and managed in accordance with the State Records Act 1998 (NSW) and applicable records retention and disposal authorities.

6. What are your rights?

You have the right to request access to, and correction of, your personal information. Requests should be directed to the Office for People at humanresources@westernsydney.edu.au.

7. What happens if you do not provide information?

Providing certain personal information is required for the University to perform its employment-related functions and comply with legal obligations. If you do not provide requested information, the University may be unable to administer your employment, provide access to University systems or facilities, process payroll or employment entitlements, or otherwise support your engagement with the University.

8. Questions, requests and complaints

If you have questions or requests about this notice, or wish to make a complaint about how the University has handled your personal information, contact the Privacy Office at privacy@westernsydney.edu.au.

9. Further information

For more information, refer to the University's [Privacy Policy](#) and [Privacy Management Plan](#).