#### Privacy Collection Statement for New Starters Personal Information form

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| **Collection Statement** | **Mandatory/Optional** |
| Personal information is collected in order to carry out HR and payroll functions including:   * Recruitment and Selection (including transfers/secondments to other VPS departments) * Payroll and Leave entitlements * OH&S (including WorkCover) * Learning and Development * Workforce reporting * Diversity Reporting | Mandatory |
| Without this information the department/agency is unable to pay employees and fulfil our HR obligations. | Mandatory |
| With the employee’s written consent, the department/agency will also disclose certain information to banking/financial institutions, real estate agents, staff benefits and reward program provider and for any other purposes requested by employees. | Optional |
| Personal information will be disclosed to the relevant payroll unit as the outsourced payroll provider for DGS / Portfolio Agencies. Personal information may also be disclosed to other Victorian Government Departments Insurers and other Victorian Public Service departments for the purpose of facilitating approved secondment arrangements. De-identified statistics may also be provided to other Victorian Government bodies and/or Superannuation providers. | Mandatory |
| Employees may update their personal information through the online Employee Self Service system (ESS). | Optional |
| Employees may request to view their physical HR records by contacting their relevant payroll unit. | Optional |
| Where an employee seeks to have material removed, corrected or added to his or her record, the request must be made in writing to the Head of Human Resources. | Mandatory |

DGS and its Portfolio Agencies respect individuals’ privacy. Please also refer to the following legislation:

* Privacy and Data Protection Act (Vic) 2014

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**I have read and understand the Privacy Collection Statement for New Starters Personal Information Form.**

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**NAME SIGNATURE DATE**

**This form must be returned to the payroll service unit outlined in your offer email**