



VGWTM

VIRTUAL GAMING WORLDS

Human Resources Privacy Policy

Why do we need this policy?	Who does it apply to?
To ensure that we support the privacy rights of our colleagues and potential colleagues, by ensuring personal information is handled appropriately and in compliance with the law.	All VGW employees and potential employees, contractors, consultants, agents, business partners and shareholders

1 Definitions

1.1 Human Resources Personal Information

Human resources (HR) personal information means information relating to employees, contractors and applicants for positions, managed by VGW, including:

- Employee, referee and emergency contact details
- Applications for employment and supporting documents
- Selection committee reports
- Employment contracts, and other records relating to terms and conditions of employment
- Details of financial and other personal interests supplied by employees and their immediate family members for the purpose of managing perceived or potential conflicts of interest
- Proof of Australian citizenship
- Visa and residency related information
- Certified copies of academic qualifications
- Records relating to salary, employment benefits and leave
- Medical certificates or health related information supplied by an employee or their medical practitioner
- Taxation details
- Banking information necessary to pay salary and wages
- Superannuation contributions
- Information relating to employees' training and development
- Information about an employee's performance and conduct.

1.2 Relevant VGW Team Members

Relevant VGW team members means employees, contractors, consultants or agents who handle personal information of employees, contractors and applicants for positions, in the course of their duties.

2 Human Resources Privacy Policy

VGW applies the following policy statements which support the privacy rights of individuals and comply with applicable privacy legislation

2.1 Collection of personal information

- VGW generally collects personal information directly from employees, contractors and applicants for positions.
- In some cases, VGW may also collect personal information about a team member or prospective team member from other parties. In these cases, within one month, VGW will advise the team member or prospective team member the details of this information and how it will be handled. For example:
 - VGW may collect personal information from an employee's supervisors, other employees or intermediaries such as recruitment agents and personnel providers.
 - VGW may collect personal information about applicants for positions from previous employers, when it is relevant to the selection process.
- VGW collects personal information through information systems, which may include third party systems for which VGW holds licences.
- In rare cases VGW may collect sensitive information without consent such as where it is necessary to investigate suspected unlawful activity or misconduct of a serious nature within our organisation.

2.2 Quality of personal information

- VGW maintains and updates personal information in its human resources files as necessary, or when advised that the personal information has changed.

2.3 Storage and security of personal information

- VGW protects the integrity and confidentiality of personal information it holds.
- When no longer required, VGW destroys personal information in a secure manner.

2.4 Purpose for collection, storage, use and disclosure of personal information

- VGW keeps and handles personal information to enable the proper management of business and the employment of staff and contractors.
- The purpose for keeping information on applicants for positions is to allow VGW to assess the suitability of candidates for employment or contract.
- The following people may use personal information held on human resources files for the purposes set out above:
 - Chief Executive Officer
 - Senior Executives
 - VPs and Managers of teams
 - Staff and other individuals sitting on a selection committee
 - VGW finance staff administering payroll services
 - VGW human resources staff.

3.4.1 Conduct and performance management records

- VGW keeps and handles conduct and performance records to enable the proper management of staff and contractors.
- The following people may use personal information held on human resources files for the purpose set out above:
 - Chief Executive Officer
 - The direct manager (and above) of the individual team member
 - VGW human resources staff.
- Such records will only be accessible by VGW human resources staff, who will provide viewing access as required, to the people listed above.

2.5 Disclosure of personal information overseas

- VGW will generally only disclose human resources personal information to an overseas entity with consent, or if authorised or required by law.

2.6 Accessing and correcting personal information or making a complaint

- Where possible, VGW information systems will provide the means for employees, contractors and applicants for positions, to access and rectify their personal information.
- VGW will provide the means for employees, contractors and applicants for

positions to make complaints about how their personal information has been handled or processed.

- Alternatively, employees, contractors and applicants for positions, may contact the VGW Human Resources.

3 Ownership

The Chief People and Strategy Officer has the ownership of this policy.

4 Review

This Policy will be reviewed every two (2) years.

Document Control

Version	Description of Revision	Date	Prepared By	Approved By
0.1	First Draft	13 April 2018	C. Weeden	
0.2	Feedback from Kanika, Tom, Rhona, Anna and Neil	16 April 2018	C. Weeden	
0.3	Edits - review by Cath, Rhona, Anna and Neil	18 April 2018	C. Weeden	
1.0	Edits from Anna and Final approval by Neil.	24 Oct 2018	A Saligari	Neil D'cruze