

Employee Records Management Policy

Scope

The policy applies to all persons employed (full time, part time or casual) with Atwea, unless otherwise specified by an industrial instrument or contract.

Purpose

The policy defines Atwea's approach to the creation, collection, storage, access, retention, and disposal of employee records, ensuring compliance with legislative requirements and the protection of employee privacy and confidentiality.

Definitions

Employee record:	Any document or information relating to the employment of a current or former employee, including personal details, employment contracts, performance records, payroll data, leave records, training records, and disciplinary documentation
Personnel file:	The centralised collection of employment-related records maintained for each employee, whether in physical or electronic form
Confidential information:	Information that is private or sensitive in nature and is not intended for general disclosure, including medical records, disciplinary records, and remuneration details
Authorised access:	Permission granted to specified persons to view, amend, or manage employee records in accordance with their role responsibilities and this policy
Retention period:	The minimum length of time employee records must be kept in accordance with applicable legislation and organisational requirements
Disposal:	The secure destruction or deletion of employee records once the applicable retention period has expired

Policy

Atwea will maintain accurate, complete, and up-to-date employee records in accordance with applicable legislation, including the Fair Work Act 2009 (Cth), Privacy Act 1988 (Cth), and relevant state and territory record-keeping requirements.

Employee records will be stored securely, with access limited to authorised personnel on a need-to-know basis. Records will be maintained in the approved human resources information system and/or in secure physical storage as appropriate.

Employees are responsible for notifying Atwea of any changes to their personal information in a timely manner. Atwea will take reasonable steps to ensure that employee records are accurate and current.

Employee records will be retained for the minimum periods prescribed by legislation and will be securely disposed of once those periods have expired, unless a longer retention period is required for operational or legal purposes.

Employees may request access to their own personnel file in accordance with the Privacy Act 1988 (Cth) and Atwea's Privacy Policy. Requests for access should be directed to the People and Culture Manager.

Documentation will be completed using approved templates/systems and stored in accordance with record-keeping requirements.

Related documents, forms, and legislation

Fair Work Act 2009 (Cth)

Fair Work Regulations 2009 (Cth)

Privacy Act 1988 (Cth)

GV-PO-004 Privacy Policy

PC-PO-020 Performance Appraisal and Development Policy

PC-PO-022 Performance Management Policy

Review

This policy review period is every two (2) years

Policy Owner	People and Culture Manager		
Approval Authority	Chief Executive Officer		
Date of Endorsement	2/4/2026	Next Review Date	2/4/2028