

Issue of Information and Statistics

Human Resources Policy

Effective Date: July 2009

1 PURPOSE

To ensure no unauthorised issue of Queensland Health information and statistics to unauthorised persons or organisations.

2 APPLICATION

This policy applies to all Queensland Health employees.

3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4 DELEGATION

The 'delegate' is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5 REFERENCES

- *Right to Information Act 2009*
- *Information Privacy Act 2009*
- *Industrial Relations Act 1999*
- Information Standard IS 42
- Queensland Health Code of Conduct
- Access to Employee Records HR Policy (preserved)
- Union Encouragement HR Policy (preserved)
- Circular 87/04

6 SUPERSEDES

- IRM 3.3-3 Unauthorised Issue of Information and Statistics

7 POLICY

7.1 Unauthorised issue of information and statistics

The following applies to the issue of information and statistics:

- Statistical and staffing data is not to be made available to external bodies without prior approval from the employee.

- Release of statistical data generally available through annual or other reports, or which could be made available under the *Right to Information Act 2009*, may occur with the approval of the district manager.
- Details of salaries of individual employees are not to be supplied to hire purchase and/or finance companies, retail stores, or any external bodies, without the written authorisation of the employee.
- Official information of a confidential or privileged nature is not to be disclosed to unauthorised persons or organisations, except with the approval of the district manager.

8 APPLYING THE POLICY

8.1 Requests for information and statistics

Requests from industrial unions for information on names of employees, designations, classifications, staffing requirements, staff establishments and other statistical data are to be dealt with in accordance with Union Encouragement HR Policy (preserved).

Requests from hire purchase and/or finance companies or retail stores are only to be supplied with the written authorisation of the relevant employee.

9 HISTORY

July 2009	Amended to update the <i>Right to Information Act 2009</i> and <i>Information Privacy Act 2009</i> .
April 2008	Developed as a result of the HR policy consolidation project.