



OFFICIAL

Collection Notice – Staff, Students and Volunteers

You are receiving this notice because you are an employee or volunteer of the East Metropolitan Health Service ABN 11 297 417 435 (EMHS).

EMHS is part of the Western Australian public health system. We provide public hospital and community health services in metropolitan Perth.

It is a requirement of the *Privacy and Responsible Information Sharing Act 2024* (WA) (PRIS Act) that EMHS explains why and how we collect, use and share your personal information. The primary and secondary purposes for collecting and using your information are also described.

The personal information collected may include, but is not limited to:

- your name
- signature
- address
- phone number
- email address
- employee number
- gender
- date of birth
- emergency contact details
- Australian tax file number
- bank account details
- superannuation fund details
- visa number
- passport number
- professional qualifications and registration number
- immunisation details and medical conditions
- proof of identity
- referee name and email

EMHS collects your personal information to:

- Confirm your identity
- Assess your application and suitability for employment
- Confirm your citizenship / visa status
- Conduct pre-employment screening checks
- Onboard you as a new employee
- Pay your salary and superannuation
- Improve the quality of services we provide through approved research, quality improvement activities, training and education.
- Provide incident response, and for health and safety and risk management purposes

- Comply with mandatory government reporting
- Fulfil our legal obligations under the *Industrial Relations Act 1979 (WA)*, *Public Sector Management Act 1994*, *Health Services Act 2016*, *Health Services (Information) Regulations 2017*.

We may share your information with:

- The Department of Health as part of regular disclosure and statistical reporting
- Artificial Intelligence technologies, models, or other automated decision-making tools that meet strict standards from the Office of Digital Government.
- Other health service providers for Human Resources administrative purposes
- EMHS teams for investigations into potential integrity, discipline or misconduct matters
- EMHS teams and our insurer for insurance purposes including the management of workers compensation claims
- Authorised Contracted Service Providers and third parties if they require access to fulfill the work they have been engaged to perform
- Authorised organisations providing salary packaging benefits and superannuation services
- State government or Commonwealth agencies to investigate or report suspected unlawful activity, or when it is reasonably necessary for a law enforcement purpose
- Organisations where disclosure is required or authorised under law (for example, a court order, subpoena, summons or notice to produce), or where necessary to prevent or lessen a serious threat to the life, health, safety or welfare of an individual, or a serious threat to public health or public safety.

EMHS needs your personal information to provide timely, quality and appropriate services. If you do not provide the requested information, or the information is inaccurate or incomplete, EMHS may be unable to provide the relevant services, grant access, employ you or otherwise manage its relationship with you.

In many instances, you will be able to access and correct your personal information directly via the Human Resource (HR) system.

More information can be found on the EMHS website:

<https://emhs.health.wa.gov.au/About-Us/Privacy-Responsible-Information-Sharing>

Contact us

If you have any questions about how your personal information will be collected, used and shared, you can contact: EMHS.PrivacyOfficer@health.wa.gov.au.

If you would like to access or correct the information we have collected about you, please contact: EMHS.FOI@health.wa.gov.au.

If you have any complaints about how your personal information has been handled, collected, used, or shared, please contact: EMHS.PrivacyOfficer@health.wa.gov.au.