

MTM Privacy Policy – Employee Records

Metro is bound by the National Privacy Principles set out in the Privacy Act 1988.

Metro respects the privacy rights of its employees, customers, suppliers, contractors and other workplace participants and maintains the confidentiality of personal information.

Purpose and Manner of holding employee data:

- Metro collects, holds, uses and discloses personal data relating to our employment applicants, employees and ex-employees only as necessary for the management of employment matters such as staff administration, salary and benefits administration and training, competency assessment and career development.
- Information gathered and maintained in personnel files will be kept according to all legislative requirements. Necessary job related and personal information about each employee will be retained in an official personnel file kept by the People and Performance (P&P) Department.
- Unless otherwise required by law, the written consent from the individual concerned must first be obtained if the data is to be used for a purpose other than the above-mentioned.
- Confirmation of an employee's income for the purposes of obtaining a loan would generally be provided in a letter to the employee making that request who can then pass that onto the bank or financial institution. An employee may inspect his or her own file upon request.

Accuracy and Duration of Retention of Personal Data

- Every effort will be made to ensure accuracy of the data before use. When there is any doubt on the accuracy, data shall be either corrected or deleted as appropriate. However, it is also the responsibility of individual employees to notify Metro of any changes of their personal particulars.

- Official personnel files generally will be retained for five years from the date of separation. Records of sick leave balances and workers compensation records will be maintained for at least ten years.

Transfer of Personal Data

- Personal data may be transferred among different departments within Metro or other related entities on a need basis. They may also be supplied to outside parties for the purposes of payroll administration, auditing, law enforcement or regulatory investigation, public safety, retirement scheme administration, medical or other legitimate purposes.

Security of Personal Data

- Employee files containing personal data are all classified as confidential documents and handled by authorised persons only.

A handwritten signature in black ink, appearing to read 'Ray O'Flaherty'.

Raymond O'Flaherty
Chief Executive Officer