

Privacy collection notice – employee and volunteer members

Last updated: 1 March 2023

The purpose of this privacy collection notice is to let you know what information is collected by NSW State Emergency Service (referred to in this notice as **NSW SES, we, us** or **our**) about you as an employee or volunteer member (**member**) and how the information is used.

We may collect, use and disclose personal information about you as required or permitted under law. This personal information may include:

- personal contact details and emergency contact details (including telephone number, postal and email address)
- date of birth
- financial information (such as salary, bank account information, tax file number)
- personnel information (such as attendance records, leave balances, educational and professional qualifications, training records)
- background information (such as criminal history, ethnic background, disability)
- health information (including medical certificates, reports and files, and fitness for duty assessments)
- statements and opinions
- audio recordings of telephone conversations and interviews with you
- photographs/footage of you in connection with your role with the NSW SES
- injury management information such as workplace injuries, workers compensation claims and payments and return to work plans
- secondary employment
- conflicts of interest
- location data (because automatic vehicle locator tracking devices are in NSW SES vehicles, and so we will have your location data when we know you are using a NSW SES vehicle)
- criminal background checks which we conduct with your consent.

Your personal information is protected by law, including the *Privacy and Personal Information Protection Act 1998* and the *Health Records Information Privacy Act 2002*.

Where possible, we will collect your personal information directly from you, including through the use of our standard forms on our website and members portal, when you apply for employment or a volunteer position, by email, in person, or through a telephone conversation with you. Your personal information may also be collected through databases administered by us including SAP and Beacon databases and from third party sources such as CCTV footage.

NSW SES also uses surveillance technology as an enhancement tool for operations and its business functions. The use of surveillance technology frequently results in NSW SES collecting personal information. This includes the location of individuals and, depending on the type of technology, what individuals are doing or saying at the time the personal information was collected. The use of surveillance devices in these circumstances is justified and necessary for operational reasons and to support the business functions of NSW SES.

We may also collect and use your personal information to support our operations, including in connection with:

- the preparation for and performance of emergency and rescue services;
- the assessment of your suitability for membership or continuity of membership in the NSW SES (including disciplinary and grievance investigations);
- the assessment of your suitability to undertake a training or development program;
- operational and statistical purposes;
- analysis and reporting on diversity statistics;
- reporting of training engagements and outcomes to external bodies;
- research;
- corresponding with you; and
- compliance with our legal obligations.

Detailed information about how each of the NSW SES directorates uses your personal information is set out in our [Privacy Management Plan](#).

We also include a subset of your personal information currently your name, the unit you are a member of and any contact details that you elect to disclose on the mySES intranet site which is available to all current members of the NSW SES.

We may also disclose your personal information to our members, contractors, related affiliates, other government departments and agencies, and third parties who assist us in operating our business, or as otherwise required or authorised by law. We will not use or disclose your personal information where it is not directly related to the primary purpose of collection, in circumstances where no other exemption applies, without your consent unless required or authorised by law.

We will only retain your personal information for as long as is necessary for the purpose for which that personal information was collected and to the extent permitted by law. Your personal information may be held in a variety of ways, including in paper or electronic format. We will take steps to protect your personal information from unauthorised use, access, loss and disclosure.

If you choose not to provide us with your personal information, or it is incomplete or inaccurate, we may not be able to continue your membership with us.

More detailed information about the way we use, disclose and secure personal information and health information, how you can access and correct that information, and how you can make a complaint about a breach of the Information Privacy Principles can be found in our [Privacy Management Plan](#) or by contacting us on the details below:

Postal address: Privacy Officer
Government Relations and Legal
NSW SES
PO Box 6126
Wollongong NSW 2500

Email address: gipa@ses.nsw.gov.au

Telephone: 02 4251 6509

Website: <https://www.ses.nsw.gov.au/>