



Employee Onboarding & Personnel Records Collection Notice

Notice

CN-19 | Employee Onboarding

Who we are and how to contact us

The Shire of Augusta Margaret River collects, holds and manages personal information to support the onboarding of new employees.

If you have questions about how your personal information is handled, or wish to request access to or correction of your personal information, please contact:

Privacy Officer

Shire of Augusta Margaret River

41 Wallcliffe Road, Margaret River WA 6285

Phone: (08) 9780 5255

Email: privacy@amrshire.wa.gov.au

Why we are collecting your information

We collect this information for the following purposes:

- setting up your payroll, banking and superannuation arrangements
- establishing your personnel and employment records
- verifying your identity and eligibility to work
- provisioning your ICT accounts, systems access and Shire-issued devices
- recording emergency contact details for use in a workplace emergency

Biometric authentication (optional)

Some Shire systems offer biometric authentication (e.g. fingerprint or facial recognition) as an alternative to a password or PIN. This is optional, and a non-biometric alternative is always available.

- Device unlock (e.g. Shire mobile devices): your biometric data is stored securely on the device itself and is not collected or held by the Shire.
- System login (e.g. timesheet systems): if you choose to use biometric login for these systems, your biometric data is collected and stored centrally by the Shire. This is sensitive personal information under the Privacy and Responsible Information Sharing Act 2024 (WA) and will only be collected with your consent.

Where your information will be stored

Your information is held in the Shire's enterprise resource planning, human resources, payroll and records management systems. Biometric information collected for system login is stored securely within the relevant system; biometric data used only to unlock a device is not stored by the Shire.

How your information may be disclosed

Your personal information may be used and disclosed for the purposes outlined above.

The Shire may disclose personal information to:

- authorised Shire officers in relevant service areas
- your superannuation fund
- the Australian Taxation Office
- third-party service providers used to support payroll, ICT and records management
- Department of Transport
- training providers

Information may also be disclosed where authorised or required by law.

Consequences of not providing information

If you choose not to provide the required information, the Shire may be unable to:

- pay your salary or wages, or make correct superannuation contributions
- establish your employment and personnel records
- provide you with necessary IT systems access
- contact you, or your emergency contact, in the event of a workplace emergency
- meet our legal and compliance obligations

If you choose not to use biometric authentication, you may use the standard non-biometric alternative instead. There are no consequences for declining biometric enrolment.