



By your side

REQUEST FOR ACCESS TO PERSONAL FILE

LOCAL GOVERNMENT MEMBER

REQUEST FORM

V. 1 06/2020

The 2020 NSW Local Government State Award provides for employees to have access to their personal files and to make application to delete or amend information which the employee believes is incorrect, out of date, incomplete or misleading.

In accordance with my award rights I
Insert name above
formally request that I be provided full access to my personal file/s or to be provided a copy of all information on my file/s as at this date/...../..... Once received I reserve my right to further seek to have information that is incorrect or misleading removed or amended and to have any information regarding alleged disciplinary issues removed that is more than 2 years old.

If needed:

I also give permission for my Union to have access to my personal file information. ☒ Yes ☒ No

Signed

Name of Employer

Clause 38. Disciplinary Procedures A. EMPLOYEE'S RIGHTS

Notwithstanding the procedures below, an employee shall:

- (i) Have access to their personal files and may take notes and/or obtain copies of the contents of the file.
- (ii) Be entitled to sight, note and/or respond to any information placed on their personal file which may be regarded as adverse.
- (iii) Be entitled to make application to delete or amend any disciplinary or other record mentioned on their personal file which the employee believes is incorrect, out of date, incomplete or misleading.
- (iv) Be entitled to request the presence of a Union Representative and/or the involvement of their Union at any stage.

NOTE: Please retain copies for yourself and the Union.