



**HELEN & JOEY**  
ESTATE  
YARRA VALLEY

**Personnel Records**  
**July 2023**

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**POLICY STATEMENT:**

Helen & Joey Estate and Re'em Yarra Valley maintains a personnel file for each of its team members. The file normally contains each team member's employment application, any conditions of employment such as the employment contract, position description, RSA certificates, resume and notes of reference checks, any formal disciplinary actions, complaints and grievances, Workers Compensation claims, leave forms, medical information and any other materials which employers are asked to review from time to time. Helen & Joey Estate and Re'em Yarra Valley is committed to protecting and safeguarding the privacy and confidentiality of all material contained in the personnel files of its current and former team members.

**PROCEDURES:**

- a. Helen & Joey Estate and Re'em Yarra Valley wishes to maintain up-to-date personnel files on all of its team members. For this reason, the company expects all team members to notify the Managing Director of any changes in their home address, telephone numbers, insurance beneficiaries, and people to contact during emergencies or other relevant personal data.
- b. Team member personnel records are legally defined as private and confidential.
- c. Disclosure of names, addresses, telephone numbers, positions held, periods of service, family relationships, wages, or salaries is specifically prohibited as an invasion of personal privacy. This information shall only be revealed with written authorisation of the team member.
- d. Names, employment dates, positions and responsibilities, records of performance, and salary or wage rates may be disclosed to businesses at the written request of the team member.
- e. All team members may inspect their personnel files at any time.
- f. Team members wishing to copy all, or portions of their personnel files may do so under the supervision of the Managing Director.
- g. Any team member who feels the information contained in their personnel file is inaccurate may ask that the information be changed and/or corrected with justification.