

Policy on Employee Privacy (CA)

HUMAN RESOURCES

Effective Date:
September 1, 2016

Date Revised: N/A

Supersedes: N/A

Related Policies: N/A

Responsible
Office/Department:
Human Resources
Management

Keywords: Privacy

I. Purpose and Scope

The university is committed to maintaining the accuracy, confidentiality, and security of faculty/staff personal information. The university will control the collection, use, and disclosure of personal information in accordance with the requirements set out in applicable privacy legislation (collectively, "Privacy Law").

II. Definitions

N/A

III. Policy

The following principles will govern the university's actions as they relate to the collection, use, and disclosure of employee personal information:

1) Compliance

The university is responsible for personal information under its control and shall act in compliance with Privacy Law.

2) Transparency

The purposes for which personal information is collected shall be identified by the university at or before the time the information is collected. The university's practices regarding employee privacy shall be available and transparent.

3) Consent

Faculty/staff knowledge and consent are required for the collection, use, or disclosure of personal information except where required or permitted by law.

4) Necessary Information Only

The collection of personal information shall be limited to those details necessary for the purposes identified by the university.

5) Limiting Use, Disclosure and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with faculty/staff consent or as required or permitted by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes or required by law.

6) Accuracy

Personal information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

7) Safeguards

Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

8) Individual Access

Upon request, faculty/staff shall be informed of the existence, use, and disclosure of their personal information and shall be given access to that information. Faculty/staff shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Employees who are involved in the collection, use, and disclosure of personal information must ensure their responsibilities are carried out in accordance with this policy and its relevant practices. Failure to do so will result in disciplinary action, up to and including termination of employment for just cause.

IV. Additional Information

N/A

V. Contact Information

Any questions about this policy or the collection, use, and disclosure of your personal information should be forwarded to HRM Customer Service Center: 617-373-2230; HRMInfo@northeastern.edu