

**PRIVACY ACT 1993
AN EMPLOYERS' CHECKLIST**

CAN DO	CAN'T DO
<ul style="list-style-type: none"> • Allocate an employee number if it is necessary to function efficiently. • Ask an employee's IRD number in order to make PAYE payments. • Disclose personal information to a government department which is authorised by Act of Parliament to request it. • Provide a reference on a former employee where that individual has authorised it. • Deny access to any information which, if disclosed, might breach the privacy or trust of a third party. • Provide employee details to another company for the provision of a service such as payroll processing. • Request personal information that is directly relevant to the employment situation (see HR Act). • Refuse to alter personal information with which the employee disagrees if unreasonable to do so. Note however the requirement to attach a note of the change requested. • Keep confidential from the employee evaluative material supplied by a third party under a promise of confidentiality. • Make a reasonable charge for the provision of information to an employee or the correction of information in his/her record. 	<ul style="list-style-type: none"> • Use an IRD or Passport number for other than that purpose. • Ask an employee's IRD number for identification or other purposes. • Disclose personal information to another organisation for marketing purposes. • Reveal salary details to a lending bank without the employee's express consent. • Disclose personal information to an Associated Company in the Group without the employee's consent. • Otherwise refuse an employee access to his/her personal information or file. • Retain personal information longer than is necessary for the purpose for which it was collected. • Request or retain unnecessary information (see HR Act). • Refuse to attach to the information a note of the change requested by the employee - in such a way that the note cannot be overlooked. • Deny access to internally produced "evaluations" such as performance appraisals - unless giving access would compromise the privacy of another employee. • Charge for time spent in assisting an employee to make an information privacy request, or in processing such a request.