



TITLE

Personal Information Statement

SUMMARY OF POLICY

This statement describes how the Federal Court of Australia will deal with personal information of its employees and prospective employees.

EMPLOYEES AFFECTED

All employees and prospective employees

CONTACT OFFICER

Director, People and Culture

DATE OF ISSUE

January 2022

Access to your personal information

17. You may request access to personal information which the Court holds about you.
18. The Court's established procedure for requests to access personal information is for that request to be emailed to the People and Culture team at HR@fedcourt.gov.au. You will need to provide your full name and contact details, as well as details of the information you want to access.
19. The Court will need to verify your identity before completing your request. If you are authorised by a third party to access their personal information, the Court will consult with you in these circumstances.
20. The Court will endeavour to provide access to the personal information requested within 30 days. The Court will not charge you for making a request to access your personal information. In certain circumstances, the Court may deny or limit the access it provides. If so, the Court will provide written reasons for refusing or limiting your request.
21. You may also request the correction of personal information the Court holds about you. If you request the Court to correct your personal information, the Court will take such steps to correct the information as are reasonable in the circumstances.
22. Access to personal information should be requested in accordance with this Statement before any request for such information is made under the *Freedom of Information Act 1982* (Cth) (see s 15A).

Concerns about how your personal information is handled

23. Any concerns about the way the Court has handled your personal information will be dealt with in accordance with the Court's [Privacy Policy](#). This includes any complaints regarding the Court's use of the DVS, and your review rights if you are not satisfied with the way your complaint was handled by the Court. Breaches of privacy or security related to the DVS platform will promptly be reported to the DVS Manager.

Further information

24. If you have any questions about any of the above, please contact the People and Culture team at HR@fedcourt.gov.au.
25. For further information about the Court's Privacy Policy please contact the Privacy Officer whose details are listed in the [Privacy Policy](#).