Quick guide
for Human Resource officers

How pro-disclosure can improve performance

The *Right to Information Act 2009* (Qld) is far more than formal application handling. It's about building community trust and confidence in government through consultation, accountability and transparency.

This is achieved by recognising what agency information the community and stakeholders seek and giving access to this information wherever possible.

Actions

- Know your agency's Right to Information officer/s
- Know the information access rights of past and present staff
- Know what recruitment and selection information you can disclose to job applicants
- Use collection notices when collecting personal information from people
- Know what non-sensitive information people want and where possible release it administratively
- Publish HR policies on your agency's publication scheme
- Know what is 'personal information' and understand your privacy responsibilities

Benefits

- Access to information is easier and quicker
- Provide good service to employees and the community
- Reduce the number of unnecessary RTI and IP access applications
- Build trust with employees and the community
- Manage and meet employee and community expectations
- Increase transparency and accountability
- Use resources more effectively and efficiently

Tips

- Undertake training on information access and privacy rights and responsibilities
- Identify and promote what HR information can and cannot be released administratively
- For confidential and sensitive information, develop policies that clearly explain the types of information that will or will not be released
- Make personal information collection notices clear and concise
- Promote HR's administrative access schemes
- Make HR related information on the agency's internet and intranet easy to find
- Collaborate and consult with stakeholders about what information they want to access

OIC resources

Guidelines
- What does the RTI Act mean to me as a public sector employee?
- Administrative release of information and Admin access checklist
- Applications for investigation and complaint documents
- What is personal information?
- What is personal information checklist
- Collection notices
- Protection and security of personal information
- Investigations, outcomes and complainants
- Public service recruitment and Information Privacy

Training
- OIC's free RTI and IP online training