# Access to Employee Records

The following letter template(s) should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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[INSERT DATE]

PRIVATE AND CONFIDENTIAL

[NAME]

[STREET ADDRESS]

[SUBURB] [STATE] [POSTCODE]

Dear [NAME]

In response to your request to view your **[INSERT EMPLOYEE RECORD OR HR FILE, WHICHEVER IS APPLICABLE], [INSERT COMPANY NAME]** wishes to confirm that reasonable access will be provided to you. Information which falls into the category of commercially sensitive will not be made available due to confidentiality reasons.

Please contact the **[HR DEPARTMENT OR RELEVANT AREA]** to arrange a suitable time to view the requested file.

If you require clarification of any aspect of this letter please do not hesitate to contact me on **[INSERT THE APPLICABLE PHONE NUMBER]**

Yours sincerely,

**[MANAGER NAME]**

**[MANAGER TITLE]**