



Employee Update

Please print attached PDF of this message and place on noticeboards

A message to all Service Delivery NSW Employees

Thursday, 7 January 2016

Files In Storage Shed at Mayfield Depot

This week it was identified that there are files stored in our storage shed at our Mayfield Depot. On initial investigation some of these files contain employee training records and in some instances copies of Drivers Licences.

The storage shed has subsequently been locked and access is restricted to the Leadership team until the situation has been looked into and resolved. No other person will be able to access the shed unless escorted by an SDS or Manager.

The following steps will now be taken:

- Review the contents of all boxes in the shed to determine the nature of the contents and any impact to individuals.
- Securely archive documents that are required to be kept under legislation.
- Securely destroy documents that are not required to be kept under legislation.
- Review process for file storage across the depot to ensure it is in accordance with Aurizon's Enterprise Record Management requirements.

We will provide you with an update on the outcome of this review.

Regards
Lou Caruana
General Manager Service Delivery NSW

**For more information or to provide feedback
email servicedeliverynsw@aurizon.com.au**
