

## Draft Protocol on Confidentiality

This protocol sets out the understanding between the claimant employer, District Health Boards, the comparator employer, <insert comparator employer>, and the <union(s)> regarding data collection, use and storage for the purposes of assessing a pay equity claim.

### Introduction

It is necessary and important to identify and seek the participation and cooperation of the potential appropriate comparator(s) against which to assess a pay equity claim.

### Information sharing principles

Information shared between agencies/companies/groups for the purposes of examination of the work of the claimant and appropriate comparator(s) should comply with the following principles:

- Be confined to the information fields recommended and required for this purpose
- Be anonymised and not contain unique/personal identifiers or names
- Be at a high enough granular level so that individuals cannot be identified by role, e.g. one-off roles.

### Interview information

If face to face interviews are required, the interviewer must:

- explain the purpose of the interview and the use and storage of the information
- obtain the permission of the interviewee for the use and storage of the information
- remove unique/personal identifiers from the summary of the interview.

### Sharing of comparator information with other agencies/companies/groups once it has been gathered

In the absence of a central repository for comparator information, care should be taken not to pass on information that has been collected from a comparator employer to another employer without the permission of the comparator employer. This will ensure that full permission has been granted for the use of the information by a third entity and also give the comparator employer the opportunity to update the information if required, e.g. if a role has changed substantially since the initial comparator assessment process.

## Data to be used for the work assessment

- Qualitative interview material
- Position descriptions
- Delegations
- Task lists
- Standard operating procedures
- Health and safety procedures
- Industry standards
- Information from collective employment agreements
- Information from relevant registration bodies
- Any legislative requirements related to claimant work and the work of comparator
- The Factor Analysis Overview
- Other data as agreed between the parties.

## Data required for remuneration assessment

Data collected for the purposes of the remuneration assessment process would be obtained from collective employment agreements and also from the employer and would include:

- Median base salary
- Hourly rate / overtime
- Average total remuneration
- Salary range (minimum, midpoint and maximum)
- Starting rate
- Hours worked per week
- Annual leave/shift leave (excluding long service leave)
- Key components of remuneration other than base salary, e.g. allowances, fees, commission
- Superannuation
- Bonus or other special payments
- Any other benefit whether paid in money or not
- Information on job sizing
- Information on progression
- Total number of comparator employees
- Gender break down of comparator
- Collective employment agreements
- General overview of remuneration history

Title of claimant employer  
representative

Title of comparator employer  
representative

Title of claimant union  
representative

Signature of claimant  
employer

Signature of comparator  
employer

Signature of claimant union  
representative

Date

Date

Date