Kettering General Hospital NHS
NHS Foundation Trust

Index No: **A.2.**
Date of Issue: **Reviewed March 2010**

HUMAN RESOURCES POLICY

PERSONNEL RECORDS

This policy shall be jointly reviewed by management and recognised trade unions no later than the 1st March 2011.

This policy has been issued taking account of the provisions of the Human Rights Act 1998 and should be read and given effect in a manner compatible with that Act.

CM/LC
March 2010

PERSONNEL RECORDS

INTRODUCTION

This document sets out the Trust's policy on personnel records, together with guidance on content.

TRUST POLICY

Every employee shall have an individual personnel record containing all relevant employment documentation. The arrangements for holding and storing such records will be a matter for individual directorates having due regard to the need for confidentiality.

PROCEDURE

1. Each directorate shall ensure that each employee has an individual employment record.

2. The record shall be held and stored appropriately with due regard to the need for confidentiality.

3. Personnel records should contain:

   - application form/curriculum vitae
   - references
   - letter of appointment
   - contract of employment
   - amendments to contract of employment
   - induction checklist
   - updated job description
   - details of qualifications held
   - records of leave and sickness
   - appraisal details
   - details of current disciplinary warnings
   - full KSF outline for the post
   - records of KSF pay progression decisions
   - training records.

   In order to ensure that these details are maintained on an employee's personnel file, Human Resources will do random spot checks.

   Any informal records or meetings and agreed performance improvement objectives should be destroyed after six months or when the issue has been resolved, whichever is the longer period.

RETENTION OF PERSONNEL RECORDS

Personnel files are required to be retained until six years after the employee leaves the service of the Hospital or on the date at which the employee would reach the age of 70, whichever is the later provided that, if an adequate summary of the personal and health records are kept for this period, the main records may be destroyed six years after the employee leaves the service of the Hospital.

ACCESS TO PERSONAL INFORMATION

Information relating to members of staff is held on the Human Resources Computer System (ESR), and manually by managers. The records are based on information which staff have given to the Trust and also information relating to their employment. This information includes name, age, marital status, ethnic back-ground, nationality, disability, professional qualifications, and employment history including training details.

Staff will be given a copy of the information held on computer on written request within 40 days and the record can be corrected if any errors have been made.

If staff wish to have access to their personal file they must submit a written request to their manager which will not be unreasonably refused. Employment references will be removed from the personal file and members of staff are not allowed to view them. Employees must be supervised when viewing their personal file and will not be allowed to remove any information.

Any disputes relating to access to information should be addressed through the Disputes and Grievance Procedure B.2.

Staff are required to inform Human Resources and their line managers of changes to their personal details, by completing a Personal Details change form (S&W 109k), in order that KGH holds accurate personal data.

CM/LC
Revised March 2010
From March 2008