



Rutland County Council

ACCESSING YOUR PERSONAL RECORDS

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Introduction

This policy applies to direct employees of Rutland County Council and does not apply to individuals employed by schools or colleges.

Rutland County Council and the Human Resources Team are committed to the value of openness in their approach to access to personal information.

Employees' personal information is currently held in both paper form and electronic form. Information held in electronic form will be available via Agresso Self Service to allow staff to view their own information. The intention is for all personal information to eventually be held electronically so that this can all be available to members of staff via Self Service.

The HR department has the requirement to collect and keep personal information about prospective, current and former employees.

In order to comply with the Data Protection Act 1998, the department has a commitment to undertake this duty in accordance with the Authority's Data Protection Policy and to comply with the Policy's eight data protection Principles.

Under this Policy, you have the right to see the contents of your HR personal records and requests to do so will be responded to in an open and transparent manner.

You can apply to view your own personal paper file's contents by submitting a request to the HR department. Arrangements will then be made to ensure that you can view your file in the manner requested by yourself from the options available (see Section 4).

An open and consistent approach to requests will be applied at all times to ensure that all requests are treated equitably.

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1.0 PRINCIPALS

- 1.1 Details held on HR personal files are up to date and accurate.
- 1.2 Information kept on personal files must not be kept for longer than is necessary.
- 1.3 Employees should be clear what information is kept on their file, why it is being kept and what it will be used for.

2.0 SCOPE

- 2.1 This policy applies to all Personal files retained by HR, including those employees who have left.
- 2.2 Additionally, information that is kept relating to unsuccessful applicants for positions at Rutland County Council and which is retained for a maximum of 6 months should be treated in the same manner as information pertaining to existing and former members of staff.

3.0 PROCEDURE FOR MAKING A REQUEST TO VIEW YOUR MANUAL PERSONAL RECORDS

- 3.1 If you wish to view the manual personal records held about you in the Human Resources department you should write to the HR Administrator for your Directorate giving details of the information you wish to see.
- 3.2 Options for the information being made available to you are as follows.
 - An accompanied viewing where confidentiality is maintained and a suitable amount of time to view the information is assured.
 - A permanent photocopy of the specific information that you require can be provided.
- 3.3 In both cases, you should expect a response to your written request, which should outline your preferred method of viewing, within 1 week of the date on which the request is received in HR. The original personal file should not be removed at any time from the HR department.

4.0 RESPONSIBILITIES OF THE HR TEAM

- 4.1 HR will respond to a request in writing to view a personal file within 3 days.
- 4.2 HR will ensure that all information held on personal files will be accurate, up-to-date and adheres to the principles of the Data Protection Act.
- 4.3 HR will retain all personal files in lockable cabinets.

5.0 SENSITIVE INFORMATION

- 5.1 The HR Team are pleased to offer an open approach when making information in their personal file/records available to individuals but it must, also, act within the principles of the Data Protection Act.
- 5.2 Sensitive personal information relating to health, race, religion and union membership will not be held on the personal file but will be retained in another secure location for monitoring purpose only.

6.0 INDIVIDUAL EMPLOYEES RESPONSIBILITY

- 6.1 Following access to your personal file if you believe that any of the information contained therein is inaccurate, you must draw this to the attention of the appropriate HR Administrator by outlining the inaccurate information in writing to them. You should advise them of the correct information and provide proof of this.

7.0 PERSONAL DATA HELD IN OTHER AREAS OF THE AUTHORITY

- 7.1 In the event that an individual wishes to view information held by any other department, they should make a formal written request through the Freedom of Information Officer.

A large print version of this document is available on request



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