

Procedure for Access to Personal Files

Introduction

All staff have a right to access to their personal files, this procedure gives information to both staff members and managers on how to gain access, and further information regards to requests for information that may be stored on personal files.

Procedure

- Manager receives a request from a member of staff re access to their personal file.
- Manager either redirects the staff member to the office manager or passes the request on.
- Office manager will make an appointment with the staff member to view the personal file. This will take place in a private room with the office manager or line manager present.
- The staff member is not allowed to remove or add any information to a personal file either on paper or hand written. E.g. no alterations can be made to personal files. If an alteration is requested the request will be referred to HR.
- If the staff member requests a copy of documentation held on a personal file this falls into 2 categories
 - If the request is for a copy of information originally supplied by the staff member e.g. copy of the application form, then on close of the meeting the office manager will supply a copy of the requested documents.
 - If the request is for a copy of documentation not originally supplied by the staff member
e.g. Occupational Health report then this is classed as a Subject Access Request and should be dealt with under that heading.
- At the end of the meeting the office manager will annotate that the file has been accessed and any actions taken.