

## ***Request under Freedom of Information Act 2000***

Thank you for your request for information which we received on 12 October 2018.

I am pleased to confirm the following.

### **1. Please can you describe how and where you store your employee/personnel records relating to the following topics:**

- **Recruitment** – On the Trust’s electronic system TRAC, after 90 days information is purged from the system. The successful candidates file is downloaded and held on our secure server. Our system supplier TRAC Systems Ltd works to ISO standards ISO27001 – Information Security Management, ISO22301 - Business Continuity Management.
- **Learning & development** - All training managed through the Learning & Development department is recorded on the Electronic Staff Records (ESR) system. Booking forms received are scanned and held on the Learning & Development shared drive. Copies of university application forms are kept for a year within a locked filing cabinet in the Learning & Development department which has a digital security lock to enable only Learning & Development staff access.
- **Annual appraisals and routine performance reviews** - The department receives the front sheet of staff appraisals as evidence that these have been completed. This information is then updated on the ESR system and the hard copy is kept within the departments’ locked cabinet for up to a year only and then shredded in the secure hospital shredding bins.
- **Employee case management including disciplinary and grievance issues** - Outcomes are stored in ESR (the NHS national database) – case notes and documents are stored in a shared drive with restricted access on the Trust’s secure servers.

### **2. Please provide details of any technology used to store employee/personnel records.**

Records of basic employee data, payroll and formal Employee Relation Outcomes are stored on ESR (the NHS Database) and paperwork for employee relations action is stored in Microsoft Office Word and Excel Files.

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If you are unhappy with the information received in response to this request, please address your complaint to the Patient Affairs Office at Milton Keynes Hospital NHS Foundation Trust, Standing Way, Eaglestone, Milton Keynes MK6 5LD. If, after exhausting our internal process, you are still unhappy with the information received, you may write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,

Freedom Of Information Co-ordinator  
For and on behalf of Milton Keynes Hospital NHS Foundation Trust

Any re-use of this information will be subject to the  
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