

Ref: FOI/GS/ID 5198

Please reply to:
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Freedom of Information Act 2000

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Employee personnel records.

You asked:

1. *Please can you describe how and where you store your employee/personnel records relating to the following topics?*
 - a. *Recruitment*
 - b. *Learning & development*
 - c. *Annual appraisals and routine performance reviews*
 - d. *Employee case management including disciplinary and grievance issues*
2. *Please provide details of any technology used to store employee/personnel records.*

Trust response:

You asked:

1. Please can you describe how and where you store your employee/personnel records relating to the following topics?
 - a. Whilst recruitment activity is in progress, the recruitment file is stored on TRAC (trac.systems).
 - b. Once all pre-employment checks are in place, the recruitment file is downloaded and stored securely on the Human Resources network drive.
 - c. Data is stored on the MTW Learning Learning Management System (LMS) which is a Totara based LMS. Staff who complete classroom training are marked as attended on the system upon return of a signed register to learning and development. E-learning sits on the system and is automatically recorded.
 - d. Appraisals are stored securely on Human Resources network drive.
 - e. Stored securely on Human Resources network drive and in personal files which are locked in a secure location.
2. See above.