

Ref no: 208070119
From: Commercial
Date: 07/01/19
Subject: Employee/personnel records

REQUEST & RESPONSE

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

Data is collected via the e-recruitment system TRAC and is retained therein for a period of 400 days before being expunged. Data on successful applicants who have been offered employment is retained in electronic candidate files which are held securely on Trust systems.
 - Learning & development

NHS Electronic Staff Record
 - Annual appraisals and routine performance reviews

NHS Electronic Staff Record

Details of staff Appraisals are stored in the individual's personal file at a local level.
 - Employee case management including disciplinary and grievance issues

Employee case management information is held in the electronic Employee Relations (ER) tracker system and in the relevant electronic employee file.
2. Please provide details of any technology used to store employee/personnel records.

ER tracker – Software Europe system
NHS Electronic Staff Record