



30 January 2019

Information Rights & Compliance Team
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St Albans
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Our Ref: FOI 3159

Thank you for your request concerning the storage of staff records.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

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

Table with 2 columns: Topic, System. Rows include Recruitment (TRAC), Learning & Development (Discovery), Annual Appraisals (Oracle), and Employee Case Management (locally maintained log/spreadsheet).

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

Employee personnel records are held electronically on ESR.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

Sue Smith
Information Rights Officer

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click here.

