

Title	Staff Records
Associated Policies	<ul style="list-style-type: none"> Data Protection Policy (TPO/STA/25)

REVIEWED: SEPTEMBER 2016

NEXT REVIEW: SEPTEMBER 2019

1. Policy Statement

- 1.1 The Academy is committed to complying with the principles set out in the Data Protection Act 1988.
- 1.2 Staff members will be provided with the Trust Privacy Notice for Staff when their personal data is first collected. Thereafter the notice will be on permanent display in the Academy Business Managers office and published for reference on the Academy’s website.
- 1.3 Any member of staff may obtain access to their files by giving the Principal’s PA, Business Manager or Financial Director, whichever is applicable, reasonable notice.
- 1.4 This Policy does not form part of any employee’s contract of employment and is entirely non-contractual. It may be amended, withdrawn, suspended or departed from at the discretion of the Trust.

2. Who does this policy apply to?

- 2.1 This policy applies to all Academy staff.

3. Who is responsible for carrying out this policy?

- 3.1 The implementation of this policy will be monitored by the governors of the Academy and remain under constant review by the Vice Principal.

4. What are the principles behind this policy?

- 4.1 The Academy is concerned to re-assure staff of the confidentiality of the personal records it holds. In accordance with the Data Protection Act 1988, staff have access to their personal records by requesting these in person from the relevant person.
- 4.2 Amendments to documents or the disposal of obsolete documents in the Professional File can only be carried out by the Principal after personal consultation with the member of staff.
- 4.3 Amendments to documents or the disposal of obsolete documents in the Administration File can only be carried out by the Financial Director after personal consultation with the member of staff.

5. Procedures

There are two types of records maintained by the Academy on all its staff:

- 5.1 The confidential Professional section of the file will be maintained by the Principal’s PA/HR Administrator/Business Manager and will include the following:
 - Application form or CV
 - References
 - Letter of appointment
 - Contract of employment
 - Salary
 - Personal Details
 - DSB Disclosure

- Record of absence (annual leave and sickness)
- Professional communication relating to the member of staff
- Records of professional discussions/appraisals and performance management interviews
- Records of disciplinary warnings

This information is confidential and only the Principal and the Principal's PA/HR Administrator/Business Manager has access to these records.

5.2 The Administration section of the file will be maintained by the Principal's PA/HR Administrator/Business Manager and will include the following:

- Salary review sheet
- Income tax documents
- Requests for financial information (e.g. mortgage)
- Attachment of earnings orders
- Maternity related information

The Principal's PA/HR Administrator/Business Manager will regularly assess the contents of each file and will update or destroy documents if they no longer contain relevant or up to date information. The Principal's PA/HR Administrator/Business Manager will take into account any comments that a member of staff may make to him/her concerning the relevance or accuracy of the contents of their file. The same limitations of access apply as in the professional file.

5.3 Computer files contain personal details of members of staff and are maintained by the Principal's PA/HR Administrator/Business Manager.

6. Policy Review

6.1 This policy will be monitored annually as part of the Academy's internal review process and reviewed on a three year cycle.