

Freedom of Information Request: 0700

University Hospitals Birmingham NHS Foundation Trust (UHB) completed a merger by acquisition of Heart of England NHS Foundation Trust (HEFT) on 1st April 2018. Due to historical differences in data collection/reporting across UHB and the former Heart of England NHS Foundation Trust this response has been provided by hospital site.

Queen Elizabeth Hospital Birmingham

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

• **Recruitment**

- NHS Jobs
- Electronic personal files
- Paper based personal files - Trust policy around these is that they must be stored in a locked cabinet with only authorised staff having access to this. This is to ensure compliance with Data Protection Regulations.
- Occupational Health Records are stored in COHORT which is the OH administration system

• **Learning & development**

Attendance records at mandatory training sessions are stored on the Electronic Staff Record system.

• **Annual appraisals and routine performance reviews**

Stored at a local level by the employee's line manager. This could be paper based and kept in their personal file, or it could be kept electronically.

• **Employee case management including disciplinary and grievance issues**

Mainly electronically. Hard copy documents received as part of disciplinary/grievance issues are scanned in to the HR shared directory, which is only accessible by HR members of staff.

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

- Microsoft office packages e.g. Word, Excel
- NHS Jobs – national portal for staff applying for jobs within the NHS
- Electronic Staff Record – national NHS staff record system
- COHORT – Occupational Health system
- Finance Tools System – in house HR forms system e.g. new starters, changes, terminations.

Heartlands, Good Hope and Solihull Hospital

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

- **Recruitment**

- NHS Jobs
- Electronic Personal Files
- Paper based personal files which are stored in secure cabinets with limited authorised access

- **Learning & development**

Mandatory Training Records are kept on the Easy Learning System. Annual appraisals and routine performance reviews are kept on Easy Learning, the Equinity System and also in paper form on personal files

- **Employee case management including disciplinary and grievance issues**

Employee case management including disciplinary and grievance issues are stored in both electronic and paper form.

Electronic data is stored on protected drives with password protection. Paper based files whilst being open are stored in secure cupboards within secure premises. Once closed they are archived off-site in secure facilities.

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

- Microsoft Office packages, Word, Excel, etc
- NHS Jobs
- ESR – Electronic Staff Record – National System
- Cohort – Occupational Health System
- Equinity
- Easy Learning
- Allocate