

Information Governance

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8 January 2019
Reference no. 18190355

Dear

Request for Information: Freedom of Information Act

Thank you for your email of 7 January making a request for information under the Freedom of Information Act. You requested the following information and the Trust is able to provide the information below in response:

Request:

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

- Recruitment
- Learning & development
- Annual appraisals and routine performance reviews
- Employee case management including disciplinary and grievance issues

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

Response:

1. Recruitment: this data is stored in two locations: (1) NHS Jobs, the national solution for NHS applications, holds details of the applicant and the job applied for (2) a local SQL Server database holds the information on candidates as they move through the recruitment pipeline.

Learning & development: an in-house SQL Server database holds L and D data whilst a Moodle platform provides access to online training materials

Annual appraisals and routine performance reviews: The L&D database manages appraisals and PDRs

Employee case management including disciplinary and grievance issues: An in-house database is used to hold all Casework details

2. A local SQL Server database is used to store electronic documents associated with employees.

If you are concerned with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to me and I will ensure the decision is reviewed. The Trust will consider undertaking a review if requested to do so within 40 working days of the date the response is received by the applicant, and will apply discretion if a longer period of time has passed.

Should you wish to make a complaint as a result of the outcome of such a review, you may apply directly to the Information Commissioner's Office (ICO) for a decision.

Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust for FoI Act matters.

The ICO can be contacted at:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Please contact me if there are any further queries.

Kind regards,

Yours sincerely,

Mark Underwood

Head of Information Governance