

# Procedure for Staff Members Requesting Access to Personal Information held by People Services

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## 1. Introduction

Under data protection legislation, a staff member may make a request to see the personal data that the University holds about them (a Subject Access Request), via the Information Rights Team.

People Services also offer an informal route to view the personal information held on them by People Services. This procedure allows a staff member direct access to their information rather than receiving copies of the information.

## 2. Procedure

If you are a current member of staff and are interested in accessing your personal records, please use the following informal direct access procedure:

- Firstly make direct contact with the People Hub, to arrange a date/time to view your information.
  - A date and time will be arranged within 10 days of your request, although we will endeavour to arrange this date and time as soon as is practicably possible after your request. Please understand that it is not possible to view your information without first arranging an appointment, this is because your visit will need to be scheduled into the team's work timetable.
  - At the time of making the appointment, please specify what it is that you wish to see, for example, it will not be possible for you to view your personal file and then decide at this visit, that you also want to see your pension records. In this case another appointment must be made.
  - In order to protect the confidentiality and security surrounding the information held on you, and to ensure it is only released to you, you will be asked to bring along some identification to the visit, an OU staff access/identity is sufficient.
  - At the visit, you may view your records within the People Hub; it will not be possible for you to take your records away or to view them alone, (again for reasons surrounding the protection of your records). You may take one copy of any one document on your records - at no charge.
  - All current staff no matter their location, have access to this procedure. However, please understand that due to the physical location of some

information, all visits will need to be arranged to take place within the People Hub at Walton Hall Campus.

- It would normally be expected that the visit would last approximately half an hour at the maximum. If it is expected to take longer, please discuss this with the People Hub.
- Staff should be aware that under data protection legislation, certain documents cannot be viewed by staff, such as confidential references given by the University. (This is the same whether you use this informal direct access procedure or if you use the OU's formal subject access procedure). For further advice on what might be exempt, please ask the People Hub when making the appointment.

NB: This procedure is not intended to replace the current ad-hoc procedure whereby a staff member may contact the People Hub for a photocopy of one particular document which they have already received, and have perhaps misplaced (e.g. your last contract, letter etc).

### **3. Useful References**

Disclosure Information Policy