

## Staff Records Policy

### Version Control Sheet

VERSION	DATE OF REVIEW	IMPLEMENTED AND AUDITED BY	STATUS	COMMENTS
4	01/04/2024	Ann Kelly (Registered Manager)	Active	To be reviewed 01/04/2025

### Purpose

This policy applies to all staff, including temporary workers, and is guided by relevant legislation and regulations in Northern Ireland.

### Statement

Clinical24 Staffing Limited recognizes the importance of maintaining accurate and confidential staff records. The Staff Records Policy establishes guidelines for the creation, management, and retention of staff records in compliance with relevant legislation and regulations in Northern Ireland.

### Procedure and Guidance

#### Types of Staff Records

- **Personnel Information:** This includes personal details such as name, address, contact information, date of birth, emergency contacts, and next of kin.
- **Contract Information:** This includes contract, start date, job title, job description, terms and conditions of contract, and salary details.
- **Training and Development Records:** This includes information regarding staff training, certifications, licenses, and professional development.
- **Performance Records:** This includes performance appraisals, feedback, disciplinary actions, and commendations.
- **Absence and Leave Records:** This includes records of annual leave, sick leave, maternity/paternity leave, and other types of authorized absences.

#### Record Management

- **Confidentiality:** Staff records will be treated as confidential and will only be accessible by authorized personnel or as required by law.
- **Secure Storage:** Staff records will be stored in a secure location, whether in physical or electronic form, to prevent unauthorized access, loss, or damage.

- **Data Protection:** Staff records will be managed in compliance with the Data Protection Act 2018 and other relevant legislation, ensuring that personal data is securely stored, accurately maintained, and only disclosed for legitimate purposes.
- **Access and Use:** Only authorized personnel with a legitimate need for accessing staff records will be granted access. Any use of staff records should be limited to work-related purposes.

### Record Retention

- Records will be retained for maximum period of 6 years, as required by GDPR, after contract termination. The retention period may vary depending on the nature of the record and any legal requirements.
- At the end of the retention period, staff records will be securely disposed of in a manner that ensures the protection of personal information.

### Updates and Corrections

- It is the responsibility of staff to promptly inform Human Resources or designated personnel of any changes to their personal information, contract details, or other relevant information.
- Updates and corrections to staff records will be made in a timely manner to ensure the accuracy and completeness of the records.

### Transfer of Staff Records

- In the event of a staff's transfer to a different department or role within the organisation, their staff records will be transferred accordingly to ensure continuity and accurate record-keeping.
- Staff records will be securely transferred in compliance with applicable data protection regulations.


### Review and Compliance:

This policy will be reviewed annually to ensure its effectiveness and compliance with relevant legislation and regulations in Northern Ireland.

Non-compliance with this policy may result in appropriate disciplinary action, up to and including termination of contract.



**Next Review**

Reviewed by:	Ann Kelly
Title:	Registered Manager
Signed:	
Last Review Date:	01/04/2024
Actions:	Address Updated

Next Review Date: April 2025