



**University Hospitals  
Coventry and Warwickshire**  
NHS Trust

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Our ref: FOI – 5124

Date: 1<sup>st</sup> February 2019

By email only:

Dear

We write further to your request for information under the Freedom of Information Act received 7<sup>th</sup> January 2019. We have set out your request, together with our response below.

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

- **Recruitment - this is recorded on Electronic Staff Record for any new starters, recruitment data is held on the TRAC IT system, and personnel files for new starters are sent to individual departments / wards, some employee information is kept on a shared drive on the PC which only the team in the department have access to.**
- **Learning & development - All training records are held on Electronic Staff Record, so they are accessible by individuals, managers and Workforce teams.**
- **Annual appraisals and routine performance reviews - appraisal documents are kept in employee personnel files and are stored in the relevant department / ward by a senior member of staff . Any electronic copies may be kept on the line managers PC drive at work. The date of appraisals and Talent Map outcome are recorded in Electronic Staff Record for all staff.**
- **Employee case management including disciplinary and grievance issues - all documentation kept on a secure shared drive on the PC with access to the Workforce Team only.**



We **Care.** We **Achieve.** We **Innovate.**

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

**NHS / Internal IT Systems:-  
Shared Drives on PC  
Electronic Staff Record (ESR)  
TRAC**

As we have provided the information that we do hold your request is now closed. We trust that this is satisfactory but if you are dissatisfied with the way that it has been handled you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Geoff Stokes, Director of Corporate Affairs, UHCW, Clifford Bridge Road, Coventry CV2 2DX.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

Andrea Phillips  
**FOI & Access to Health Records Manager**