

Request under Freedom of Information Act 2000

Request Ref: NGFOI 18/19: 517

Thank you for your request for information received at Northampton General Hospital NHS Trust (NGH) on 07/01/19.

I am pleased to be able to provide you with the following information:

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.*

Recruitment records are stored in a locked filing cabinet in a locked office.
Learning & Development are stored electronically on ESR system.
Annual Appraisals/reviews are stored in locked filing cabinets in locked offices.
Employee case management are stored electronically.