



APPLICATION FOR ACCESS TO EMPLOYMENT RECORDS
AS A SUBJECT ACCESS REQUEST(In accordance with the Data Protection Act)

DETAILS TO BE COMPLETED BY THE EMPLOYEE OR EX-EMPLOYEE
Please complete this form in **BLOCK CAPITALS** and in black ink, and return to the address
overleaf

- Your request will be processed in accordance with the Data Protection Act (DPA) and General Data Protection Regulations (GDPR)
- For more information please see Department of Health and the Information Commisioners office (ICO) websites

Section 1. Details of the employee or ex-employee who is subject of this application

Surname	First Name(s)
Current Address	D.O.B
Postcode	
Tel (home/evenings)	Tel (work/day)
E-mail	Would you like to receive an acknowledgement letter via email? Yes/No (Delete as appropriate)

If the employee or ex-employee's name and/or address has changed from that given above during the period(s) to which the application relates, please give previous details

Previous Surname	Previous First Name(s)
Previous Address	
Postcode	

Section 2. Details of Information Requested

In order for us to identify what information to provide from your employment records it would be helpful if you could complete the table below in as much detail as possible to identify the period(s) that you wish to obtain information about.

RECORDS REQUIRED	
Details of records required, please be specific eg: dates of employment, department/job title. (Please note there may be limited or restricted access to some records in	

accordance with the DPA. See enclosed information leaflet).	
Dates of records required eg: incident date	
I wish to:	Have photocopies of the records (paper) <input type="checkbox"/> Require an appointment to view records <input type="checkbox"/>
If copies are required how do you wish to receive this information?	By post via Recorded delivery <input type="checkbox"/> Or Hand collect <input type="checkbox"/>

DECLARATION BY APPLICANT

I declare that the information given by me is correct to the best of my knowledge, and that I am applying for access to my employment records identified above in the capacity of:

I am the employee or ex-employee

Signed:..... Date:.....

You are advised that making of false or misleading statements in order to obtain personal information to which you are not entitled is a criminal offence which could lead to prosecution.

Before returning this form please ensure that you have:

1. Signed and dated the form
2. Enclosed proof of identity

Correct Documentation

Photocopy of proof of identity

Please return the completed form to: Human Resources Department, Block1, Barnsley Hospital Gawber Road, Barnsley, S75 2EP.

Tel enquires: 01226 436134 **Email enquiries:** bdg-tr.HRBP@nhs.net

You are also welcome to deliver by hand to the Human Resources Department for the attention of the HRBP Team.

SUBJECT ACCESS REQUEST (SAR) INFORMATION LEAFLET

Under the Data Protection Act (DPA) and General Data Protection Regulations (GDPR) you have the right to access information about your employment that is recorded manually, on a computer or stored by other means.

Limited Access

The Data Protection Act does set out circumstances where access can be denied or restricted, including:

- Where another individual could be identified by the information (unless the individual has consented to the application).
- Third person involvement – where a solicitor has divulged legally privileged information given in confidence to the employer concerning the employee given on the basis that it would not be shared with the employee – these parts of the record will not be released.
- References given by the Trust if they are given in confidence and for the purposes of your education, training or employment or the provision of a service by you. There is no such exemption from complying with a SAR for references the Trust receives about you, subject to the author of the reference having given their consent to disclosure. If the author objects to the disclosure, the Trust will assess the circumstances in accordance with the criteria within the ICO code of practice and decide whether or not it is reasonable to release some or all of the information contained in the reference and inform you of the decision and reasons.
- Personal data that is processed for management forecasting or management planning, to the extent that complying with the SAR would be likely to prejudice the business or other activity of the Trust. For example, release of plans to restructure an employee's and other individuals' posts, in advance of an announcement of the management plans.
- Personal data processed for certain purposes related to crime and taxation, to the extent that complying with the SAR would be likely to prejudice the prevention or detection of crime, and the assessment or collection of tax or duty.

Time Period

- The Trust has 40 calendar days to respond and provide the information following the receipt of your request.
- If we are unable to comply with your request within 40 days we will contact you to explain the reasons and confirm when we would expect the information to be available.

How to Gain Access

- You can apply to access your employee records by contacting the Human Resources Department either in writing, via telephone or by email to request a standard application form. A copy of the form is also available on the HR intranet page and the Trust website.
- It is the responsibility of the applicant to provide enough information to enable the Trust to identify your records.

How we will process your request

- We ask you to complete our access form in order to assist us to clearly identify you and the information you require.
- To justify accessing your personal information we require a formal request and a signed form of authority.
- As with all requests for legal documentation, you are required to formally verify your identity with information such as your passport, drivers licence and a utility bill.
- Upon receipt of your request, we will inform the Associate Director of Human Resources that you have made a request. They will review your records and authorise release where applicable (for information about limited/restricted access, please see above)

- No information from your SAR form will be released or discussed outside the organisation without your consent.
- Upon completion of your request, we will retain your application form along with your identification for a period of 3 years and it will be stored electronically in a secure area.
- If you have any queries or concerns with regards to our processes, please contact us if you wish to discuss this further; or alternatively you may contact the Information Commissioners Office if you wish to make a complaint about our service.

Human Resources Department

Tel enquires: 01226 436134

Email enquiries: bdg-tr.HRBP@nhs.net