

All Saints Schools Trust



Access to Personal Files Policy 2022 - 26

	Date	Signed
Agreed by Trust Board:	June 2022	Chair of Board James Hargrave
Lead:	HR Committee	
Review date:	July 2026	

Access to Personal Files

Rationale:

All Trust employees have the right to access their own personal file, subject only to restrictions on certain material, such as references provided prior to 1st April 1989.

Aims:

This policy is designed to provide guidelines on how access will be granted.

Guidelines:

Access will be granted in accordance with the following guidelines:

- All requests should be in writing in the first place to the Trust's HR Committee.
- The Trust's HR Committee will arrange for the individual to inspect the file, under supervision, and for photocopies of any requested documents to be made. Photocopies requested will be charged for.
- All references given or received prior to 1st April 1989 will be removed prior to inspection of the file.
- Files should not be taken away by the individual to whom they relate, nor should items be removed from the file by individuals for whatever purpose.
- Any request to have inaccurate personal data rectified, blocked, erased or destroyed should be directed to the Trust's Central Team in writing.

Related Policies:

This policy should be read in conjunction with the Trust's policies on Confidentiality, Data Protection and Freedom of Information.

Period of Review:

This policy will be reviewed every four years.

Document History

Version	Date	Comments
Issue 1	June 2018	Based on SCC Model Policy
Issue 2	June 2022	