

Employee File Access Request Policy

UCD Human Resources
Acmhainní Daonna UCD

Purpose of Policy & Definitions

It is the policy of University College Dublin to allow personnel of the University individual access to their employee file, held centrally in the HR Department.

Policy & Procedures

The employee should in the first instance, complete an Employee File Access Request Form and return it to the HR Records Officer. The form can be submitted via email to rory.kearns@ucd.ie or by post. Copies of the Employee File Access Request Form are available at the Customer Services Desk of UCD HR or can be downloaded from UCD HR Website at www.ucd.ie/hr/

On receipt of the Employee File Access Request Form the HR Records Officer will arrange for a convenient time for the Requester to visit UCD HR, in order to facilitate a private viewing of their employee file.

The Requester will be required to provide photographic evidence of their identification e.g. passport, drivers licence, before viewing their file. A designated representative of UCD HR will be in attendance at all times.

If the Requester requires photocopies of any documentation held on the employee file, they should make this known to the UCD HR Representative at this time.

Any photocopies required by the Requester will be forwarded within a week of the disclosure of information held on the employee file.

If the Requester wishes to view other material, which they believe is held by the University but not contained on the employee file, the Requester should contact the FOI Unit:

Contact Details:

Website: www.ucd.ie/~foi/

Tel: +353-1-716-1694 / 1616

Fax: +353-1-716 1127

E-mail: foi@ucd.ie