

ACCESS TO HR FILES

If an employee wishes to view their HR file then they should make a formal written application for information under the Data Protection Act 1998. This type of request is called a 'Subject Access Request'. A form can be downloaded from <http://www.peterborough.gov.uk/page-4526> or provided on request. Under the Data Protection Act employees are not entitled to access information in relation to:-

- References provided by the council
- Information that identifies any third party without the consent of the third party (this would include references provided to the council by others if the consent of the referee cannot reasonably be obtained or it could lead to a breach of any duty of confidentiality)
- Any confidential medical reports, correspondence and other documentation – the disclosure of which will in the opinion of the employee's own medical practitioner be detrimental to the health and wellbeing of the employee concerned
- Certain other exemptions.

The Data Protection Act requires that the information is provided within 40 calendar days of a valid request being received

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