

Access to Personal Files Policy

- 1.1 All employees of the Trust (regardless of their particular conditions of service) will be granted access to their own personal file, subject only to restrictions on certain material -references in particular - written prior to 1 April 1989.
- 1.2 Access should be granted in accordance with the following guidelines:
- All requests should be in writing in the first place to the Academy Head.
 - If the appropriate file is held at school, the Academy Head should arrange for the individual to inspect it, under supervision, and for photocopies of any documents to be made. Photocopies may be charged for.
 - All references given or received prior to 1 April 1989 should 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.
 - Where access to files held by the Trust Office is requested, the request should be referred to the CEO who will arrange a time for inspecting the file. Such an inspection will normally be arranged in the employee's own time and must be carried out at the Trust Office or other office where the file is held. Proof of identity may be required. Personal files should not be despatched to schools.
 - Trust centrally based Staff should put their request in the first place, in writing, to the CEO, who will make arrangements for the inspection of personal files held by the Trust Office.
 - Academy Heads are reminded that requests for references in respect of applicants for posts in the school, including those from within the Trust must contain a reminder as follows:
 - "The Trust operates a system of free access to personal files. The reference you supply could therefore be available on request at a later date to the person to whom it applies."

Document Control

Changes History:

Version	Date	Amended By	Details of Change
2	01.01.2024	Head of Service: Facilities and Compliance	Photocopies may (not will) be charged for.

Approval:

This policy will be reviewed every 4 years by Data Protection Officer or as required by changes in legislation.

At every review, this policy will be approved by the Executive Committee.

The policy was last approved by the Executive Committee on 04/11/2024.

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