

## 1 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 electronically in the HR Department.

## 2 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 [hris@ucd.ie](mailto:hris@ucd.ie) or by post to Human Resources in the Roebuck Offices. Copies of the Employee File Access Request Form are available for download from the UCD HR Website at [www.ucd.ie/hr/forms](http://www.ucd.ie/hr/forms).

On receipt of the Employee File Access Request Form the HR Records Officer will collate the necessary information from the HR document management system and email a response to the requestor. In the unlikely event the requestor does not have access to email a copy of their information can be sent by post.

Before any information is disclosed the Requester will be required to provide photographic evidence of their identification e.g. UCD staff card, passport, drivers licence. This can be scanned or photocopied to accompany their Employee File Access Request form.

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/](http://www.ucd.ie/~foi/)

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

Fax: +353-1-716 1127

**E-mail: [foi@ucd.ie](mailto:foi@ucd.ie)**

# Employee File Access Request Policy

UCD Human Resources  
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## 3 Policy Revision History

Version	Date	Description	Author
3	02/05/2012	Policy Versioning Implemented	UCD HR