

Access to Personnel Files Policy

'Name of the Company' maintains personnel files on each employee. Information like employee's job application, resume, training records, documentation of performance and appraisals, documentation of the salary increase, and other employment records are all recorded in these documents. Such personal files are the property of 'Name of the Company.' and access to them is strictly restricted.

Purpose

This Policy aims to maintain the confidentiality of the employee data.

Scope

This Policy applies to all the employees except 'The authorities who are allowed the access of the files.'

Access to the Personnel File

The personnel files are the property of 'Name of the Company.' and the information they contain is strictly restricted.

Only the 'Title of the authorities' who have a rightful reason to review the file's content is allowed to do so.

In case the employee wishes to review their file, they should contact the HR with advance notice before 'Number of weeks/days.'

With such prior notice and approval from the HR, the employees may view portions of their personnel files in the company's office and presence of 'Title of Person.'

Personnel Data Alteration

The employee is responsible for notifying 'Name of the Company' regarding any personnel data changes.

Critical information like e-mail address, contact numbers, numbers, and names of dependants and persons to be contacted in case of emergency, educational qualifications, marital status, and other such status reports should be updated and current at all times.

If any of the above data changes, the HR should be informed about the same by the employee.

