

Access to Personnel Files Policy

[Name of the Company](#) keeps a personnel file for each of its employees. The file collects the employee's job application and resume, training records, performance reviews and appraisals, salary revision records, and any other employment documents. These files belong to [Name of the Company](#) and are open only to a limited group of people.

Purpose

The purpose of this policy is to keep employee information confidential and to set out who may see it.

Scope

This policy covers every employee of [Name of the Company](#). The only exception is [the authorities permitted to access the files](#).

Access to the Personnel File

Personnel files are the property of [Name of the Company](#). The information inside them is confidential, and access is restricted.

Only [title of the authorities](#) may open a file, and only when they have a genuine reason to review its contents.

Employees who want to see their own file need to ask HR in advance, giving at least [number of weeks/days](#) of notice.

Once HR has approved the request, the employee can look through the relevant parts of their file at the company's office, with [title of person](#) present.

Personnel Data Alteration

It is the employee's job to tell [Name of the Company](#) when their personal details change.

The following must always be current: email address, phone numbers, names and contact numbers of dependants and emergency contacts, educational qualifications, marital status, and similar details.

Whenever any of these change, the employee should let HR know promptly.