

## HR records

Policy number/version	8.10/V01	
Section	HUMAN RESOURCES	
Type	Staff policy	
Date of creation	September 2017	
Date of last revision	May 2018	
Date of approval of current version	9 September 2019	
Post/section with responsibility for implementation and monitoring	Head of Human Resources	
Approved by	University Council	
Policy review	Latest review by	Head of Human Resources
	Latest review date	September 2023
	Review outcome	No changes
	Next review date	September 2024
Cross reference/related documents:	UAE Labour Law Contract of Employment 1.0 Policies & procedures manual 4.0 Staff handbook	

### 1.0 Rationale and principles which this policy seeks to uphold

1.1 The University will keep records of information relating to the employment of staff in accord with UAE Labour Law.

### 2.0 Scope

2.1 Applies to the Human Resources Department.

2.2 Relates to all staff of the University.

### 3.0 Policy

3.1 The University will retain accurate, relevant information about its members of staff.

3.2 The University will secure information it holds about its staff members securely, and have measures in place to prevent disclosure of such confidential information.

3.3 Each member of staff will have a personnel file containing personal information related to their employment, and their employment history, including records of employment.

- 3.4 The file will normally be held in both hard copy and soft copy in the Human Resources Department.
- 3.5 Access to the personnel file is restricted to the Vice Chancellor, the Chief Operating Officer (Registrar), and the Head of Human Resources.
- 3.6 A member of staff may apply to access their personnel file, but does not have automatic rights of access.
- 3.7 The Human Resources Department is responsible for maintaining the personnel files accurately and up to date.
- 3.8 The Human Resources Department will verify the personnel file for the purposes of processing payroll, leave, separation arrangements, and other financial requirements.
- 3.9 Information held:

#	List of Documents	Regulated by:	Held in:
1	Staff Contact Details	University Policy	Personnel file
2	Request for post/ Advert	University Policy	Separate file
3	Job Description & Further particulars	University Policy	Personnel file
4	Application forms & Reference	University Policy	Personnel file
5	Employment Contract	UAE Labour Law	Personnel file
6	Attested Copies of Degree Certificates	UAE Labour Law	Personnel file
7	Passport copy/ work permit copy / Visa application/ Deposit Slip/ medical card	UAE Labour Law	Personnel file
8	Appraisal	University Policy	Separate file
9	Holiday Record	University Policy	Separate file
10	Correspondence & Miscellaneous including disciplinary, grievance matters	University Policy	Personnel file
11	Departure	UAE Labour Law	Personnel file
12	Payroll including salary, allowances, grading matters	UAE Labour Law	Personnel file

#### Retention of personnel files

- 3.10 Personnel files of former employees will be retained for a minimum period of five years from the date of departure.