

Business Objective: The HR Division holds highly confidential information which is maintained in line with the University's [Data Protection Regulations](#). and the Records Management Procedure. The following outlines the procedures for the management of these records.

## HR Division

### 1) Purpose :

The purpose of this procedure is to describe arrangements for record control in the UL Human Resources Division.

### 2) Scope

Quality Management Systems records  
Other records as may be required by the business.

### 3) Legislative Framework and University Regulations

Data Protection Act (1988)  
Data Protection Amendment Act (2003)  
University's Data Protection Regulations  
University's Data Protection Compliance Guide  
University's Record Management and Retention Policy  
Freedom of Information Act  
General Data Protection Regulations (GDPR)

### 4) Procedure

Records are maintained to provide evidence of conformity to the University of Limerick Quality Management System requirements and effective operation of the quality management System. They may be held in electronic or paper form. These are held in line with legislative requirements and University regulations as outlined above.

**Electronic Records :** All HR Personnel Files (current and historical) are maintained electronically on 'Docuware' Document Management System.

Each HRO is responsible for ensuring that records held electronically for his/her functional area remain legible and identifiable and are stored in a manner that ensures they are adequately protected in compliance with relevant data protection legislation and are readily retrievable.

Electronic and paper records may be held for longer than the required retention period at the discretion of the record holder.

All PCs within the Division are password protected. HR information is held on a shared server which is backed up by the IT Division. Only members of the HR Division are provided with access to this shared file. While all staff have access to CORE self-service for their own purposes, the actual HR Systems (CORE, Docuware) are password protected with access provided only to HR staff. These systems quickly time out if not in use, as a further precautionary measure. HR office doors are locked on leaving the office. Any paper files (of which there are a limited number) are held securely in the relevant office. Certain information on personnel files is for access only by the HR Director. The Docuware Application Server and Docuware Database Server are fully backed up weekly basis and incrementally backed up daily mid-week.

A Records Matrix can be seen in Appendix 2 of the Quality Manual.

Purchasing records: The UL financial system, Agresso, holds a record of every purchase made in the form of purchase orders. It also hold a record of all payments and their timeframe made to our suppliers.