



# Wrightington, Wigan and Leigh Teaching Hospitals

NHS Foundation Trust

Information Governance Department  
Suite 9  
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Brick Kiln Lane  
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WN1 1XX

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Ref: FOI/2023/9120

Date Received: 7<sup>th</sup> August 2023

Response Due: 4<sup>th</sup> September 2023

Date: 4<sup>th</sup> September 2023

Dear Sir/Madam

You asked:

**I am writing to request copies of the following HR policies from the Human Resources department for the purpose of conducting my research. Your organisation has been selected as a participant in this research through a random sampling process:**

## **Recruitment and Selection Policy**

Please see attached.

## **Disclosure and Barring Service Policy**

There is no standalone policy relating to the Disclosure Barring Service. The Trust comply with NHS Employment Check standards which is supported within TRAC (our Recruitment System).

## **Disciplinary Policy**

Please see attached.

## **Record Management Policy (Employee records, storage and disposal of information relating to DBS checks or recruitment checks)**

The Trust do not have a Record Management Policy in HR. The Trust follow the Information Governance policies in the organisation and follow the NHS retention schedule for the destruction of employee records. Employee records are stored in accordance with Information Governance requirements.

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we

will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Juliette Tait  
Chief People Officer

PLEASE NOTE:

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 111